



香港文化博物館 Hong Kong Heritage Museum

香港賽馬會呈獻系列：聖耀皇權 — 俄羅斯皇家珍品展

The Hong Kong Jockey Club Series: Tsar of All Russia. Holiness and Splendour of Power

展覽日期 Exhibition Period: 29.5.2021 - 29.8.2021

團體豁免專題展覽入場費參觀申請表格

Application Form for Waiver of Admission Charges of the Special Exhibition for Group Visit

請先閱讀申請須知，如未能提供申請表所需資料，有關申請將不予受理。

Please read the **Notes on Application** before completion. Application will not be considered if applicant fails to provide all information as requested on this application form.

傳真 Fax : 2180 8111

甲部 Part A 團體資料 Group Information

學校／團體名稱

Name of School/Organisation:

團體性質 (請在適當方格內“✓”) Nature of school/organisation (please “✓” as appropriate)

- 註冊幼稚園／小學／中學／專上學院／大學 (20人或以上)
Registered kindergarten/primary school/secondary school/post-secondary institute/university (20 persons or more)
- 註冊慈善團體／註冊非牟利機構 (20人或以上)
Registered charitable organisation/Registered non-profit-making organisation (20 persons or more)
- 註冊學校、慈善或非牟利團體，其服務對象為殘疾人士或長者 (10人或以上)
Registered school and charitable or non-profit-making organisation serving people with disabilities or the elderly (10 persons or more)
- 其他(請註明，如政府部門)
Others (please specify, e.g. government department): _____

參觀人數

No. of visitors: _____

隨行工作人員／老師數目

No. of accompanying staff/teacher: _____

年級／年齡

Class/Age: _____

總人數 Total no. of visitors: _____

活動負責人

Person-in-charge: _____

聯絡電話

Telephone No.: _____

傳真號碼

Fax No.: _____

學校／團體地址

Address of school/organisation: _____

	參觀日期 Date of visit	參觀時間 Time of visit		參觀日期 Date of visit	參觀時間 Time of visit
第一選擇 1st Choice	(僅限星期一、三至五；星期二、六、日及公眾假期不接受申請) (Mon, Wed to Fri ONLY; no application will be accepted for Tue, Sat, Sun and Public Holidays)	<input type="checkbox"/> 10am-11am	第二選擇 2nd Choice	(僅限星期一、三至五；星期二、六、日及公眾假期不接受申請) (Mon, Wed to Fri ONLY; no application will be accepted for Tue, Sat, Sun and Public Holidays)	<input type="checkbox"/> 10am-11am
		<input type="checkbox"/> 11am-12pm			<input type="checkbox"/> 11am-12pm
		<input type="checkbox"/> 2pm-3pm			<input type="checkbox"/> 2pm-3pm
		<input type="checkbox"/> 3pm-4pm			<input type="checkbox"/> 3pm-4pm

乙部 Part B 聲明 Declaration

茲證明所填寫及遞交資料均正確無訛，並無遺漏。(此部分須由學校／團體負責人，如校長、負責老師、主席、總理、行政秘書等簽署)
The undersigned hereby certifies that all the information furnished is correct and complete. (To be signed by the Authorized Officer of school/organisation, e.g. the Principal, teacher-in-charge, Chairman, Director, General Secretary, etc.)

姓名 Name:	職位 Post:	簽署 Signature:
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學校／團體印鑑 School/Organisation Chop:	日期 Date:
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團體資料及參觀行程

Group Information & Visit Schedule

香港文化博物館
香港賽馬會呈獻系列：聖耀皇權 — 俄羅斯皇家珍品展
團體豁免專題展覽入場費參觀申請須知

一般資料

1. 團體如屬下列性質及達到要求的參觀人數，即可申請「香港賽馬會呈獻系列：聖耀皇權 — 俄羅斯皇家珍品展」展覽豁免專題展覽入場費參觀：
 - (i) 註冊學校（必須為幼稚園、小學、中學、專上學院及大學）、註冊慈善或非牟利團體，參觀人數達20人或以上*；
 - (ii) 註冊學校、註冊慈善或非牟利團體，其服務對象為殘疾人士或長者，參觀人數達10人或以上*。
*參觀人數亦包括職員及同行照料者。
2. 申請團體必須已根據《社團條例》或《公司條例》註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。在申請團體的章程或組織章程大綱及章程細則，或有關條例或信託契約中，必須明文規定：若團體解散，將其財產剩餘贈予或移交其他相似的團體，或捐作慈善用途，其成員不得分享利潤或資產。
3. 註冊慈善團體及非牟利機構於遞交申請時，請附上有關之證明文件副本（如稅務局依據稅務條例第八十八條發出之信件、香港政府憲報所列之註冊慈善團體名單或社會福利署所發出之信件證明該團體為政府資助的團體），以證明其慈善性質或非牟利性質。證書副本必須由機構負責人正式簽署，連同團體蓋印，以示真確。
4. 開放時間
星期一、三至五：上午 10 時至下午 6 時
星期六、日及公眾假期：上午 10 時至晚上 7 時
休館日：逢星期二（公眾假期除外）

團體豁免專題展覽入場費參觀

1. 參觀安排詳情

參觀時間及場次	本館將會安排團體上午 10 時／上午 11 時／下午 2 時／下午 3 時進入展館參觀，參觀時間約需 1 小時。 *（星期二／六／日／公眾假期不接受申請）
參觀人數	20-50

團體如欲於本計劃以外之時段參觀，本館不會為有關團體再另作安排。

2. 如當天參觀人數或團體眾多，本館將因應展廳可容納人數，按先到先得方法批准參觀申請。
3. 參觀當日請於指定時段前於文化博物館側門集合，憑確認信入場參觀。貴校／團體只能於特定時段內參觀「香港賽馬會呈獻系列：聖耀皇權 — 俄羅斯皇家珍品展」展覽一次，參觀其他展館則沒有時段限制。
4. 團體須於指定時間前進場，若逾時30分鐘，本館有權不讓遲到團體進場參觀。若參觀當天的人數少於指定人數（請參閱上文第1項），團體須繳付全數入場費。請善用資源，若因事需取消參觀或更改申請資料，必須盡快通知本館，以便安排後補參觀。
5. 團體負責人必須維持其團體的秩序，請安排足夠數目的隨行領隊或組長以便照應。活動負責人須於參觀完畢後集齊所有參加者後方可離開博物館。
6. 關於各項申請，香港文化博物館擁有絕對決定權。申請能否獲得批准，須視乎申請人是否完全符合上述條件而定。如申請人不遵守以上規定或提供虛假的資料，館方有權取消批准及索回全部入場費。
7. 若團體只參觀博物館其他展覽，而毋須參觀「香港賽馬會呈獻系列：聖耀皇權 — 俄羅斯皇家珍品展」展覽，請填寫「團體參觀及導賞服務申請表格」。
8. 惡劣天氣的博物館開放安排
 - (i) 八號或以上熱帶氣旋警告信號：博物館將會關閉。倘若八號或以上熱帶氣旋警告信號除下時，距離博物館閉館時間不足兩小時，當日將不會開放。
 - (ii) 黑色暴雨警告信號：若博物館經已開放，則開放時間維持不變。若該警告信號在博物館開放前經已生效，博物館將不會開放，直至該警告信號除下。倘若該警告信號除下時距離博物館閉館時間不足兩小時，當日將不會開放。
9. 參觀團體的旅遊巴士可於博物館公眾停車場上落客，不設停泊。復康巴士可於博物館職員入口（近沙田診所）的有蓋停車場上落客，不設停泊。
10. 請勿在博物館範圍內使用擴音器。若遇有緊急事故，活動負責人可請博物館職員提供協助。
11. 如有查詢，請致電 2180 8219。

申請手續

1. 團體可在參觀日期三個月至二星期前申請豁免專題展覽入場費參觀，例如參觀日期為11月，則可於該年8月首個工作天起遞交申請表格。如申請之參觀日期距遞交申請表格的時間少於兩星期，其申請將不獲接納。申請將根據先到先得的原則作出安排，唯申請接受與否，博物館保留最終批核權。請選擇兩個擬申請參觀的日期及時間，並列出先後次序，以便博物館作出適當安排。學校／團體如未能提供申請表所需資料，有關申請將不予受理。請將填妥表格寄交沙田文林路 1 號香港文化博物館（信封面請註明「香港文化博物館團體參觀」），或圖文傳真 2180 8111至博物館，以便本館跟進你的申請。
2. 根據個人資料（私隱）條例第十八、二十二及附表一載列的第六原則，申請人有權要求查閱及更正表格內所提供的個人資料。申請人於表格內所提供之個人資料將會存檔於本館作記錄。申請人如欲查閱及更正本表格所收集的個人資料，請致電 2180 8219 與本館職員聯絡。
3. 確定申請
博物館會於參觀日期前兩星期回覆申請結果。如申請被接納，博物館會以傳真方式通知有關團體以確定參觀日期及安排。如於參觀日前一星期仍未接獲本館回覆，請與博物館聯絡（電話：2180 8219 [只申請豁免專題展覽入場費參觀]）。
4. 更改或取消預約服務
申請表格內的資料如有變更，或取消預約服務，請立刻與博物館聯絡(電話：2180 8219 [只申請豁免專題展覽入場費參觀])。

Hong Kong Heritage Museum

The Hong Kong Jockey Club Series: Tsar of All Russia. Holiness and Splendour of Power Notes on Application for Waiver of Admission Charges of the Special Exhibition for Group Visit

General Information

- The following organisations are eligible to apply for **waiver of admission charges** to “The Hong Kong Jockey Club Series: Tsar of All Russia. Holiness and Splendour of Power” exhibition:
 - Registered schools (must be kindergartens, primary schools, secondary schools, post-secondary institutes or universities), and registered charitable or non-profit-making organisations **with a visiting group of 20 or more*** ;
 - Registered schools, and charitable or non-profit making organisations serving people with disabilities or the elderly **with a visiting group of 10 or more***.
***The total number of participants also includes staff and accompanying carers.**
- The applicant should be registered under the Societies Ordinance or incorporated under the Companies Ordinance or formed by statute or registered on the list of approved charitable institutions or trusts of public character. Its Constitution or Memorandum and Articles of Association or Ordinance Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.
- For registered charitable organisation or registered non-profit-making organisation, applicant should produce copies of supporting documents (i.e. Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or Letter issued by the Social Welfare Department) to identify the charitable nature or non-profit-making nature of the organisation. The copies should be certified true by an authorized officer together with the organisation chop.
- Opening Hours
Monday, Wednesday to Friday : 10am to 6pm
Saturdays, Sundays & Public Holidays : 10am to 7pm
Closing Days : Tuesdays (except public holidays)

Waiver of Admission Charges of Special Exhibition for Group Visit

1. Visit Arrangements

Days & Sessions	Groups will be arranged to enter the gallery at 10am / 11am / 2pm / 3pm, the visit takes around one hour. <i>*(No application will be accepted for Tue, Sat, Sun and Public Holidays)</i>
No. of Participants	20-50

No special arrangements for group visit will be made outside the above sessions.

- If there are too many visitors or a large number of group visitors within one day, application will be accepted on a first-come-first-served basis, according to the capacity of the galleries.
- Please bring the confirmation letter and gather at the side entrance of the Museum before the specified time slot. You are allowed to visit the “The Hong Kong Jockey Club Series: Tsar of All Russia. Holiness and Splendour of Power” exhibition once, and you are welcome to visit other galleries at any other time on that day.
- Please be reminded that you are required to show up before the specified session. Your group admission will be refused if you do not turn-up after 30 minutes the concerned session has started. If the number of attendance is below the required number of persons (Please see Note 1 above), the group is required to pay the full admission charges. If you want to cancel your visit or amend any application, please notify us immediately.
- Group leader should keep the order of the group members. Please split your group into smaller groups and assign one leader for each small group. Group leader should gather the group members and complete the head count before leaving the Museum.
- The Museum reserves the right to decide whether to approve an application. All applications are approved subject to the applicant’s absolute compliance with the above-mentioned criteria. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Museum reserves the right to withdraw the approval and recover the full amount of admission charges waived.
- If schools / organisations are going to visit exhibitions other than the “The Hong Kong Jockey Club Series: Tsar of All Russia. Holiness and Splendour of Power” exhibition, please fill in the “Application Form for Group Visit and Guided Tour Services”.
- Inclement Weather Arrangements
 - Tropical Cyclone Warning Signal No. 8 or above: The Museum will close. If the Tropical Cyclone Warning Signal No. 8 or above is lowered less than 2 hours before the normal closing time, the Museum will remain closed that day.
 - Black Rainstorm Signal: If the signal is issued during normal opening hours, the Museum will remain open. If the signal is issued before the Museum opens, the Museum will be closed until the signal is cancelled. If the signal is cancelled less than 2 hours before normal closing hours, the Museum will remain closed that day.

9. Coaches may drop off / pick up visitors at the public carpark. Rehabus may drop off / pick up disabled visitors at the covered carpark of Museum's staff entrance (near the Sha Tin Clinic). No parking space is provided.
10. No loudspeaker is allowed in the Museum. In case of emergency, please approach the Museum staff for assistance.
11. For enquiries, please contact our staff at 2180 8219.

How to Apply

1. Applications for waiver of admission charges of special exhibition for group visit and services can be made **up to three (3) months in advance and must be made at least two (2) weeks before the proposed date of visit**. For example, if you wish to visit in November, you can make application from the first working day of August in that year. **Application made less than two (2) weeks before the proposed date of visit will not be considered**. Tours will be arranged on a first-come-first-served basis and are subject to the Museum's final approval. To facilitate arrangements, a visiting group should select two (2) choices of date and time for their proposed visit in order of preference. Application will not be considered if applicant fail to provide all information as requested on the application form. Please return the completed form either by post to Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, N.T. (please mark "Hong Kong Heritage Museum Group Visit" on the envelope) or by fax to 2180 8111 for the Museum to process your application.
2. You have the right to request access to and to request the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The personal data you provide by means of this form will be kept as the records of the Museum. For enquiries concerning the personal data collected by means of this form, including the request for access and correction, please contact our staff at 2180 8219.
3. How to confirm your booking
The Museum will notify schools or organisations regardless of the final result **within two (2) weeks before the proposed date of visit**. If the application is accepted, the Museum will confirm the visit and the arrangements with the group concerned by fax. **If you have not received a reply from the Museum one (1) week before the proposed date of visit, please contact the Museum** (Tel. 2180 8219 [applied for waiver of admission charges of special exhibition for group visit only]).
4. How to reschedule / cancel your booking
Please notify the Museum immediately if you need to make any alterations regarding your visit or to cancel it altogether (Tel. 2180 8219 [applied for waiver of admission charges of special exhibition for group visit only]).