



香港文化博物館
博物館導賞服務申請表格
Hong Kong Heritage Museum
Application Form For Guided Tour Services

(請先閱讀申請須知 Please read the Notes on Application before completion) 傳真Fax : 2180 8111

擬參觀的博物館(請選擇一項):
Museum to visit (Please select one):

香港文化博物館 Hong Kong Heritage Museum	<input type="checkbox"/>
三棟屋博物館 Sam Tung Uk Museum	<input type="checkbox"/>
香港鐵路博物館 Hong Kong Railway Museum	<input type="checkbox"/>
上窰民俗文物館 Sheung Yiu Folk Museum	<input type="checkbox"/>

學校/團體名稱 Name of School/ Organisation: _____

參觀日期 Date of Visit: (第一選擇 1st Choice) _____ (第二選擇 2nd Choice) _____

參觀時間 Time of Visit: _____

參觀人數 No. of Visitors: _____

年級/年齡 Class/ Age: _____

**** 擬參觀展覽廳之名稱(只可選擇一個) Exhibition to be visited (select one only):**

(第一選擇 1st Choice) _____ (第二選擇 2nd Choice) _____

聯絡人 Contact Person: _____

聯絡電話/傳真號碼 Contact Telephone No./Fax No.: _____

地址 Address: _____

學校/團體印鑑 School/ Organisation Chop: _____

- ** 參觀香港文化博物館的團體，方須填寫此欄。有關學校/團體如未能提供申請表所需資料，有關申請將不予受理。
- ** For organisation which plans to visit the Hong Kong Heritage Museum, please fill in this column. Application will not be considered if applicant fail to provide all information as requested on the application form.
- ** 為配合「兒童探知館」於每星期一及星期四舉行的教育活動，以及提供更理想的學習環境，申請此展覽廳導賞服務的學校，請選擇於當日上午 10 時或下午 2 時開始有關導賞。
- ** To match with the educational programme of the 'Children's Discovery Gallery' scheduled on Mondays and Thursdays, and to provide a better learning environment, it is suggested that applicants for the guided tour services of the gallery start their tours at 10am or 2pm on that day.

Hong Kong Heritage Museum

Notes on Applications for Guided Tour Services

To give visitors a better understanding of the museum exhibits, to facilitate communication with them and to arouse their interest in the history, art and culture of Hong Kong, the Heritage Museum is now providing guided tour services for group visitors.

1. All kindergartens, primary schools, secondary schools, post-secondary institutes, universities, charitable organisations and non-profit-making organisations registered in Hong Kong are eligible to apply. For registered charitable organisations and non-profit-making organisations, applicants need to submit copies of supporting documents identifying the charitable or non-profit-making nature of the organisation, such as documents of registration or letters issued by the Inland Revenue Department or other government departments. These copies should be certified true by an authorised officer and stamped with the organisation's chop.
2. The number of visitors in each group is limited to 20 to 40 persons.
3. One teacher/leader accompanies each group of 20 people is required. Please increase the number of teachers/leaders accompanying the group proportionately if the group is more than 20. If a group is very large, visitors may be divided into several smaller groups for the museum visit.
4. Because of the limited exhibition area, the museum may divide large groups into several smaller groups and may arrange for them to visit the galleries in a different order.
5. A tour will generally take around 1 hour and 15 minutes.
6. The museum closes on Tuesdays. Guided tour services for groups are not available after 5:00 p.m. of each opening day.
7. How to book

Applications for guided tour 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. Visits 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 for their proposed visit and two (2) choices of exhibition gallery to be visited in order of preference. Application will not be considered if applicant fail to provide all information as requested on the application form.

Schools or organisations that apply for guided tour services are required to complete two separate application forms: one for Free Admission to the museum and one for the Guided Tour Services. Please return the forms either by post to Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, N.T. (please mark 'Group Visit' on the envelope) or by fax to 2180 8111 for the museum to process your application.

**The personal data provided in the application form will be used only for the purpose of arranging museum guided tour services. For correction of or access to personal data after submission of the form, please contact our staff at 2180 8180.

8. How to confirm your booking

The museum will notify schools or organisations the result of application 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. If the applicants submit their application without two weeks before the proposed date of visit, the museum may not be able to notify the result of their application within the above schedule.

9. 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.

10. For enquiries, please contact our staff at 2180 8180.