



Hong Kong Heritage Museum
Application for Lending Services

Fax : 2180 8222

Application no. _____ (For office use only)

TO BE COMPLETED BY THE APPLICANT (Please refer to the Notes on Application)

- Exhibition Panels requested for loan
- (1) Hong Kong Women's Identities – A Historical Survey
 - (2) Hong Kong's Food Culture
 - (3) A Synthesis of Lyrical Excellence and Martial Agility – The Stage Art of Ng Kwan Lai Exhibition
 - (4) Design by Users – In Search of Indigenous Creativity & Wisdom from Designing Tools (in Chinese)
 - (5) Hong Kong's Popular Entertainment

Date/Period of loan from _____ to _____

Purpose of loan _____

Target audience / group _____ No. of audiences _____

Name of organization/school* _____

Nature of organization# _____

Address _____

Contact Telephone no. _____ Fax no. _____

Name of person in charge _____ Name of authorized collection agent _____

Signature of person in charge _____ Organization/School chop _____

*Please ✓ as appropriate.

#Please attach copies of supporting documents.

FOR OFFICE USE ONLY

The above application has been approved.

Please bring this application form (Loan No. _____) to the 4th floor of the Museum during opening hours on _____ and return the loaned item(s) on or before _____.

**Please contact our staff on 2180 8195 to confirm the time of collection

Notes on Applications for Lending Services

1. The museum provides free lending services for exhibition panels to the following institutions:
 - Kindergartens, primary and secondary school, tertiary institutions, universities and registered non-profit-making educational institutions;
 - Registered non-profit-making organizations or institutions.
2. If a registered non-profit-making organization or institution, applicants are required to produce copies of supporting documents to verify their non-profit-making status. Copies should be duly signed by the officer in charge and the organization's chop should be affixed for verification.
3. Please return the completed application form together with copies of supporting documents to the Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, either by fax (2180 8222) or by mail (please indicate 'Application for Lending Services' on the envelope).
4. Applications will be processed on a first-come-first-served basis and are subject to the museum's final approval. In the event that the requested item(s) is (are) not ready for loan for any reason, the applicant has no right to make an objection.
5. When an application is successful, the museum will confirm the approved date of collection with the applicant by phone and/or fax.
6. Applicants should assign a representative to collect and return the loaned item(s). When collecting the item(s), the representative will be required to show his/her Hong Kong Identity Card or a valid staff card for identification.
7. Applicants are required to collect the loaned item(s) on the appointed day and to contact the Extension Service Team at 2180 8195 during office hours at least one day before the appointed day in order to confirm the time of collection, If the item(s) is (are) not collected at the confirmed time, this will be deemed as voluntary waiver of the right to loan the item(s).
8. The Leisure and Cultural Services Department is the owner of the copyright of the exhibition panels. No part of the panel may be reproduced in any form or by any means, electronic, mechanical and photocopying,
9. In no circumstances may the applicant charge audiences for viewing the loaned item(s).
10. The museum is not liable for any damage or harm caused to persons while using the panels under the custody of the applicant.
11. For enquiries, please call the Extension Services Team on 2180 8195 during office hours.
12. In accordance with Sections 18 and 22 Principle 6 Schedule 1 of the Personal Data (Privacy) Ordinance, applicants have the right to request correction of or access to personal data contained in this application. The personal data contained in this form will be kept by the museum for its own records. For enquiries and correction of the personal data provided in this form, please call our staff on 2180 8195 or fax the museum at 2180 8222.