



吉卜力工作室場面設計手稿展・高畑勲與宮崎駿動畫的秘密

“Studio Ghibli Layout Designs: Understanding the Secrets of Takahata and Miyazaki Animation”Exhibition 團體免費參觀申請表

Application Form for Free Group Visit

由 2014年 5月 14日起，香港文化博物館會為本地註冊學校、慈善團體及非牟利團體安排特定免費時段參觀「吉卜力工作室場面設計手稿展・高畑勲與宮崎駿動畫的秘密」展覽，歡迎報名參加。詳情如下：

Local Registered Schools, Non-profit-making Organizations and Charitable Organizations are eligible to join our free group visit programme during the “Studio Ghibli Layout Designs: Understanding the Secrets of Takahata and Miyazaki Animation” exhibition period from 14 May 2014 onwards with details as follows:

I. 參觀安排詳情 Visit Arrangements

參觀時間及場次 Days & Sessions	逢星期一、四、五 Every Monday / Thursday / Friday 本館將會安排團體每整點/30分進入展館參觀，參觀時間約需1小時。 Groups will be arranged enter the gallery every hour / 30 minutes, the visit takes around one hour. *(逢星期二休館，星期三/六/日/公眾假期不接受申請) (Closed on Tue, not open for application on every Wed/ Sat/ Sun and PH.)
參觀人數 No. of Participants	20-50

II. 申請方法

- 將填寫好之表格傳真至 2180 8111。
- 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。
- 查詢申請進度、批核進度、更改申請資料，請於辦公時間內（星期一至五，上午9:15 至下午5:30）致電 2180 8219 聯絡余小姐。
- 若團體毋須參觀「吉卜力工作室場面設計手稿展・高畑勲與宮崎駿動畫的秘密」展覽，請填寫一般「團體免費參觀申請表」。
- 如欲申請導賞服務，請另行填妥「導賞服務申請表格」，有關表格可於本館網頁<http://hk.heritage.museum>下載。如對導賞服務有任何查詢，請致電 2180 8180 與教育服務組孫小姐聯絡。

II. Application Procedures

- Fax the completed form to 2180 8111.
- No special arrangements for group visit will be made outside the above sessions.
- For enquiries or any amendments of application, please call Miss Yu at tel. 2180 8219 during office hours (Mon to Fri, 9:15am – 5:30pm)
- If you are not required to visit “Studio Ghibli Layout Designs: Understanding the Secrets of Takahata and Miyazaki Animation” exhibition, please fill in the “Application Form for Free Group Visit”.
- To apply for guided tour services, please complete "Application Form for Guided Tour Services", you may download the form from our website: <http://hk.heritage.museum>. For any enquiries on the guided tour services, please call Miss Suen at tel. 2180 8180.

III. 注意事項

- 申請結果將以傳真方式通知各學校/非牟利團體。不論成功申請與否，本館皆會發出正式通知。如於距離參觀前一星期仍未獲回覆，請致電 2180 8219 與余小姐聯絡。
- 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。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。
- 屆時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「吉卜力工作室場面設計手稿展・高畑勲與宮崎駿動畫的秘密」展覽一次，參觀其他展館則沒有時段限制。

III. Important Notes

- Result of application will be faxed to the applicants one week prior to the date of visit. We will notify you regardless of the final result. If you do not hear from us, please call Miss Yu at 2180 8219 to check.
- 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 you want to cancel your visit or amend any application, please notify us immediately.
- Please bring the confirmation letter and gather at the side entrance of HKHM before the specified time slot. You are allowed to visit the “Studio Ghibli Layout Designs: Understanding the Secrets of Takahata and Miyazaki Animation” exhibition once, and you are welcome to visit other galleries at any other time on that day.

(填寫前請先閱讀申請須知 Please read the **Notes on Application** before completion)**註冊非牟利機構 / 註冊慈善團體 / 學校豁免入場費申請****Application for Waiver of Admission Charges for Advanced Booking by Registered Non-profit-making Organization / Registered Charitable Organization / School**

團體 / 學校名稱 (中文)	Name of Organization / School (English)
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團體 / 學校性質 Nature of Organization / School

- * 註冊非牟利機構 Registered Non-profit-making Organization
- * 註冊慈善團體 Registered Charitable Organization
- 註冊學校：幼稚園/ 小學/ 中學/ 特殊學校 / 專上學院及大學
Registered School: Kindergartens/ Primary Schools / Secondary Schools / Special Schools / Post-secondary Institutions and Universities
- (* 請附上有關證明文件副本 Please furnish certified copy of the supporting document)

團體 / 學校地址 Address of Organization / School
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活動負責人 Name of Person-in-charge * Mr. / Miss / Ms. / Mrs. (English)	(中文)	聯絡電話 Telephone No.
		傳真 Fax No.

申請參觀「吉卜力工作室場面設計手稿 展・高畑勲與宮崎駿動畫的秘密」 展覽日期及時間 Date & Time of Visit "Studio Ghibli Layout Designs: Understanding the Secrets of Takahata and Miyazaki Animation" exhibition	第一選擇 1 st Choice	日期 Date 時間 Time	第二選擇 2 nd Choice	日期 Date 時間 Time

參觀人數 Number of Participants	年級(學校適用) / 年歲 Form (For School) / Age
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隨行工作人員 / 教師數目 Number of Accompanying staff / Teachers	總人數 Total Number of Visitors
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有否為參觀本館而向團員額外收取入場費? Do you charge members for admission to the Museum?
沒有 No / 有 Yes \$

茲證明所填報的資料均正確無訛，並無遺漏。(須由團體負責人，例如主席、總理、行政秘書等簽署，或學校負責老師簽署)
The undersigned hereby certifies that all the information furnished on this form is complete and accurate. (To be signed by an officer or responsible position in the organization, such as the Chairman, Director, General Secretary, etc. or the teacher-in-charge)

姓名 Name	職位 Post	簽署 Signature
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日期 Date	團體 / 學校印鑑 Organization / School Chop
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此欄由本館填寫 For Official Use Only **Date received :** _____

Handled by:

Application approved*/not approved* (Reason for disapproval: _____)

Confirmed date of visit: _____ Confirmation letter sent on: _____

申請須知

1. 申請豁免入場費是專為參觀人數達20人或以上的本地註冊學校（申請學校必須為幼稚園、小學、中學、特殊學校、專上學院及大學）、本港註冊慈善團體及註冊非牟利機構而設（部份專題展覽或需另外收費）。如參觀人數少於20人，則需繳付入場費。
2. 香港文化博物館開放時間為星期一、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；**逢星期二休館（公眾假期除外）；星期三免費入場**。農曆新年初一、初二休館，聖誕節前夕及農曆新年前夕：上午 10 時至下午 5 時。
3. 申請人須於距離申請參觀日期**最少兩星期前**遞交申請表，**並只接受申請參觀日期起計三個月內之申請**。例如團體欲申請於2014年6月參觀，可於2014年3月首個工作天起遞交申請。**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。**
4. 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。
5. 註冊慈善團體及註冊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。**
6. 填妥的申請表連同證明文件副本，可傳真 2180 8111至香港文化博物館或郵寄到沙田文林路一號香港文化博物館，信封面請註明「申請豁免入場費」。
7. 如當天參觀人數或團體眾多，本館將因應博物館各展廳可容納人數，按先到先得方法批准參觀申請。
8. 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。
9. 申請如獲批准，館方將最遲於參觀前一星期致函覆實。參觀團體必須於入場時出示該確認信。**如於距離參觀日期一星期前仍未獲回覆，請與本館職員聯絡（電話：2180 8219）**。本館發出確認信後，若申請人欲更改參觀日期、時間、人數或參觀安排，必須立即通知博物館，或需重新申請。如改動違反上述任何申請原則，或申請人未經許可擅自更改已批核的資料，館方有權隨時取消批准，及按實際情況索回入場費。
10. 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，建議領隊或組長與參觀人士的比例在 1:20 以內。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。
11. **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。
12. 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。
13. 惡劣天氣的博物館開放安排
 - i.) 8號或以上風球：博物館將會關閉。倘若8號或以上風球除下時，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：若博物館經已開放，則開放時間維持不變。若黑色暴雨警告在博物館開放前經已生效，博物館將不會開放，直至黑色暴雨警告除下。倘若除下時距離博物館閉館時間不足兩小時，當日將不會開放。
14. 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，請致電香港文化博物館與本館職員聯絡（電話：2180 8219）。

Notes on Application

1. All registered schools (must either be kindergartens, primary schools, secondary schools, special schools, post-secondary institutions or universities), charitable or non-profit-making organizations registered in Hong Kong with a visiting group of **20 or more** are eligible for the application for waiver of admission charges (except for some special exhibitions). Groups of less than 20 persons are required to pay for the admission charges.
2. The opening hours of the museum is : 10am to 6pm on Monday, Wednesday to Friday ; 10am to 7pm on Saturdays, Sundays & Public Holidays ; **Closed on Tuesdays (except public holidays) ; Free Admission on Wednesdays ; Closed on the first two days of the Chinese New Year** ; 10am to 5pm on Christmas Eve and Chinese New Year's Eve.
3. The applicant is required to submit the completed application form **at least 2 weeks to 3 months in advance before the date of visit**. For example, if you want to visit in June 2014, you can make application from the first working day of March 2014. **Application made less than two weeks before the visit will not be considered.**
4. The applicant for waiver of admission charges 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 a public character. Its Constitution or Memorandum and Articles of Association or Ordinance or Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.
5. For registered charitable organization or registered non-profit-making organization, 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 organization. **The copies should be certified true by an authorized officer together with the organization chop.**
6. Please fax to Hong Kong Heritage Museum (no. 2180 8111) or mail the completed application form together with copies of supporting documents to the Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin. Please mark "Application for Waiver of Admission Charges" on the envelope.
7. 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 various galleries.
8. Coaches may drop off/pick up visitors at the public carpark. No parking spaces provided. Rebus may drop off/pick up disabled visitors at the covered carpark of museum's staff entrance (near the Sha Tin Clinic). No parking spaces provided.
9. Successful applicants will be notified by letter at least one week before the visit. Please present the confirmation letter upon admission. **If no reply is received from the Museum one week before the date of visit, please contact the Museum staff at Tel no.: 2180 8219.** If there are any changes after the confirmation letter is issued, please notify the Museum immediately. New application may be required. If the amendment violated any of the conditions or the applicants change the agreed information without prior permission of the Museum, the Museum reserves the right to refuse permission and recover the appropriate amount of admission charges.
10. 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. It is recommended to keep a leader-and-visitor ratio at 1:20. Group leader should gather the group members and complete the head count before leaving the Museum.
11. **Please do not use loudspeaker in the Museum.** In case of emergency, please approach the Museum staff for assistance.
12. 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.
13. Inclement Weather Arrangements
 - i.) Typhoon signal No. 8 or above: The museum will close. If the signal is lowered less than 2 hours before the normal closing time, the museum will remain closed that day.
 - ii.) Black rainstorm warning: If the warning is issued during normal opening hours, the museum will remain open. If the warning is issued before the museum opens, the museum will be closed until the warning is cancelled. If the warning is cancelled less than 2 hours before normal closing hours, the museum will remain closed that day.
14. 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. Enquiries concerning the personal data collected by means of this form, including the request for access and correction should be addressed to Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin. (Tel. no: 2180 8219).