

香港鐵路博物館 Hong Kong Railway Museum

導賞服務申請表格 Application Form For Guided Tour Services

導賞服務(粵語) (只在星期一、三至五(公眾假期除外)提供服務)

時間：上午10時至11時，下午2時至3時

Guided Tour Service (In Cantonese) (Services only available on Monday, Wednesday to Friday (except public holidays))

Time: 10 am to 11 am, 2 pm to 3 pm

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 fail to provide all information as requested on this application form.

傳真 Fax : 26380897

電郵 E-mail: hkrm@lcsd.gov.hk

甲部 Part A 團體資料 Group Information

團體資料及參觀行程

Group Information & Visit Schedule

備註 Remark

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)		
<input type="checkbox"/> 註冊幼稚園／小學／中學／專上學院／大學 (20人至50人) Registered kindergarten/primary school/secondary school/post-secondary institute/university (20 to 50 persons)		
<input type="checkbox"/> 註冊慈善團體／註冊非牟利機構 (20人至50人) Registered charitable organisation/Registered non-profit-making organisation (20 to 50 persons)		
<input type="checkbox"/> 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人至50人) Registered school and charitable or non-profit-making organisation serving people with disabilities or the elderly (10 to 50 persons)		
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:	第一選擇 1st Choice	第二選擇 2nd Choice
		參觀時間 Time of visit:

如有需要，請列明其他導賞要求或補充資料，例如是次參觀的學習目的、團員特點(共融、有特殊學習需要、殘障人士等)
If applicable and necessary, please state other tour requirements or group information, e.g. the visit and learning objective, composition of group members (inclusion, types of special education needs or disabilities, etc.).

請在右側列明貴校／團體的惡劣天氣安排：
Please state on the right about the special arrangements under inclement weather conditions of your school/organisation:

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
------------	------------	-----------------

學校／團體印鑑 School/Organisation Chop:	日期 Date
-----------------------------------	------------

香港鐵路博物館 Hong Kong Railway Museum
導賞服務申請須知 Notes on Application for Guided Tour Services

一般資料

1. 開放時間：
星期一、三至日：上午10時至下午6時
聖誕前夕及農曆新年除夕：上午10時至下午5時
星期二（公眾假期除外）、農曆年初一及二休館
2. 惡劣天氣的博物館開放安排：
(i) 八號或以上熱帶氣旋警告／極端情況：博物館將會關閉。倘若八號或以上熱帶氣旋警告／極端情況取消時，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。
3. 香港鐵路博物館不設泊車服務。
4. 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。
5. 如有查詢，請致電 2653 3455。

團體導賞服務

為使參觀者更深入了解展品，並增加與觀眾互相交流的機會，博物館現為參觀團體提供免費展覽導賞服務。

1. 團體如屬下列性質及達到要求的參觀人數，即可申請導賞服務：
(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. 每團參加導賞服務人士以20至50人為合；以殘疾人士或長者為服務對象的學校及團體，則每團以10至50人為合。
5. **除特別註明外，一般而言一節導賞需要大約一小時。本館不設半小時導賞團。**

General Information

1. Opening hours:
Monday, Wednesday to Sunday: 10 am to 6 pm
Christmas Eve and Chinese New Year's Eve: 10 am to 5 pm
Closed on Tuesdays (except public holidays) and the first two days of the Chinese New Year
2. Inclement Weather Arrangements
(i) Tropical Cyclone Warning Signal No. 8 or above / Extreme Conditions: The Museum will close. If the signal is cancelled less than 2 hours before the normal closing time, the Museum will remain closed that day.
(ii) Black rainstorm Signal: If the warning 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 warning is cancelled. If the signal is cancelled less than 2 hours before normal closing hours, the Museum will remain closed that day.
3. No parking spaces provided.
4. No loudspeaker is allowed in the Museum. In case of emergency, please approach the Museum staff for assistance.
5. For enquiries, please contact our staff at 2653 3455.

Group Guided Tour Services

To give visitors a better understanding of the exhibits, the Museum is now providing free guided tour services to group visitors.

1. The following organisations are eligible to apply for group guided tour services:
(i) 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*** ;
(ii) 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.**

2. 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.
3. 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.
4. The number of participants for each tour is limited to 20 to 50 persons. For schools and organisations serving people with disabilities or the elderly, the number of participants for each tour is limited to 10 to 50 persons.
5. **Unless otherwise stated, a tour will generally take around one (1) hour. No half-hour tour will be provided.**

6. 香港鐵路博物館的導賞服務只在星期一、三至五提供。每天兩節，時間為上午10時至11時及下午2時至3時。星期六、日及公眾假期不設導賞服務。
7. 申請手續：
團體可在參觀日期三個月至二星期前預約導賞服務，例如參觀日期為11月，則可於該年8月首個工作天起提出申請。團體可先致電香港鐵路博物館（電話：2653 3455）預約擬參觀之日期及時間。團體可以選擇兩個擬安排導賞之日期，並列出先後次序，然後填寫申請表格。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。學校／團體如未能提供申請表格所需資料，有關申請將不予受理。請將填妥之表格寄交大埔墟崇德街13號香港鐵路博物館（信封面請註明「團體參觀」），或以圖文傳真 2638 0897，或以電郵方式 hkrm@lcsd.gov.hk 傳到香港鐵路博物館，以便本館跟進你的申請。
8. 提供個人資料純屬自願性質。然而若資料不足，本館職員可能無法處理有關申請。根據個人資料（私隱）條例（香港法例第486章）第十八、二十二條及附表一載列的第六原則，申請人所提供的個人資料，將用以處理其申請。申請人如欲查閱及／或更正本申請表內的個人資料，可致電 2180 8210 與行政主任（文化博物館）聯絡。
9. 確定申請：
博物館會於參觀日期前兩星期回覆有關導賞服務之申請結果。如申請被接納，博物館會致函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，請與香港鐵路博物館聯絡（電話：2653 3455）。
10. 更改或取消預約導賞服務：
申請表格內之資料如有變更，或取消預約導賞服務，請立刻與博物館聯絡。
11. 惡劣天氣的緊急安排：
導賞取消：天文台於導賞開始前3小時懸掛／發出
1) 三號或以上熱帶氣旋警告、紅／黑色暴雨警告信號已經生效（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用）
2) 八號或以上熱帶氣旋警告；或黑色暴雨警告信號已經生效（中學、大專及相類團體適用）
3) 教育局宣佈停課（幼稚園、小學、中學及特殊學校適用）
導賞如期舉行：天文台於導賞開始前3小時或之前除下
1) 三號熱帶氣旋警告或紅／黑色暴雨警告信號（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用）
2) 八號或以上熱帶氣旋警告或黑色暴雨警告信號（中學、大專及相類團體適用）
學校／團體如有不同的惡劣天氣緊急安排，請在表格上「備註」一欄註明。
12. 如有查詢，請致電 2653 3455。
6. The guided tour services of Hong Kong Railway Museum is only available on Mondays, Wednesdays to Fridays. There are two sessions per day, from 10 am to 11 am and from 2 pm to 3 pm. There is no guided tour services on Saturdays, Sundays and public holidays.
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.** For example, if you wish to visit in November, you can make application from the first working day of August in that year. The visiting group should call the Hong Kong Railway Museum at 2653 3455 to book the tentative date and time for visit. The visiting group can select two choices of proposed dates for visits in order of preference, and then complete the application form. **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. 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 Railway Museum, 13 Shung Tak Street, Tai Po Market, N.T. (please mark 'Group Visit' on the envelope) or by fax to 2638 0897 or by e-mail hkrm@lcsd.gov.hk to the Museum to process your application.
8. While the provision of personal data is voluntary, the Museum staff may not be able to process the application due to insufficient information provided. Personal data given by the applicants in this form shall be used for processing the application in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486 HK Laws). Request for access and/or correction of personal data stated in this form should be made to EO (Heritage Museum) at 2180 8210
9. How to confirm your booking:
The Museum will notify schools or organisations the result of tour 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. **If you have not received a reply from the Museum one (1) week before the proposed date of visit, please contact the Museum (Tel. 2653 3455).**
10. 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.
11. Special Arrangements Under Inclement Weather Conditions:
Guided tour will be cancelled: When the following warning is issued by the Hong Kong Observatory and is still in force **3 hours before the tour is scheduled to begin:**
1) Tropical Cyclone Warning Signal No. 3 or above; or Red / Black Rainstorm Signal (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
2) Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Signal (For secondary schools / tertiary institutions / similar organisations)
3) Education Bureau has announced class suspension. (For kindergartens, primary, secondary and special schools)
Guided tour will be conducted as scheduled: When the following signal is lowered by the Hong Kong Observatory **3 hours before the tour is scheduled to commence:**
1) Tropical Cyclone Warning Signal No. 3; or Red / Black Rainstorm Signal (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
2) Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Signal (For secondary schools / tertiary institutions / similar organisations)
If school / organisation has other arrangements under inclement weather conditions, please state clearly in the "Remark" column on the application form.
12. For enquiries, please contact our staff at 2653 3455.