



## 團體參觀及導賞服務申請表 Group Visit and Guided Tour Service Application Form

電話預約 / 查詢 Telephone Booking / Enquiries : ☎ 2569 1248

傳真 Fax : ☎ 2569 1637

星期一至五 Monday – Friday : 9:30 am – 12:45 pm & 2:00 – 5:30 pm

填寫表格前，請先於辦公時間內致電預約參觀時段，並閱讀第三至四頁的申請須知。

Please call us during office hours for reservation first and read the **Notes on Application** on pp.3-4 before filling in this form.

博物館每天均提供團體導賞服務，星期四休館日除外；倘若星期四休館日是公眾假期，博物館會照常開放，也會提供免費導賞服務。  
Guided tour service is provided every day, except Thursday. The Museum will be open on Thursday when it falls on a public holiday, during which free guided tour service will also be offered.

<b>甲 部：團體資料</b>	<b>Part A : Group Information</b>
學校 / 團體名稱 (須與證明文件相同)	Name of School / Organisation (as shown on the supporting document)
<input type="checkbox"/> 註冊幼稚園、小學、中學、專上學院或大學 (20 人或以上) Registered kindergarten / primary / secondary / post-secondary institution / university (20 persons or more)	
<input type="checkbox"/> *註冊慈善團體 (20 人或以上) Registered charitable organisation (20 persons or more)	
<input type="checkbox"/> *註冊非牟利機構 (20 人或以上) Registered non-profit-making organisation (20 persons or more)	
<input type="checkbox"/> *專為殘疾人士或長者服務的註冊學校、慈善團體或非牟利機構 (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)	
<input type="checkbox"/> 其他 (請註明，如政府部門) Others (please specify, e.g. government department) _____ (* 請附上有關證明文件副本 Please attach certified copy of the supporting document)	
申請學校/團體地址 Address of the School / Organisation	
負責老師 / 活動負責人 Officer-in-charge	聯絡電話 Tel. No. 傳真號碼 Fax No.
擬參觀日期 Proposed Date of Visit	參觀時間 Time of Visit 由 From: _____ 至 To: _____
學生 / 成員人數 No. of Students / Members (1)	年級 (學校適用) / 年歲 Class (For School) / Age
隨行老師 / 領隊數目 No. of Teachers / Leaders (2)	是否需要作特別安排? Any special request for visitors? <input type="checkbox"/> 需要 Yes _____ <input type="checkbox"/> 不需要 No
參觀總人數 Total No. of Visitors (1) + (2)	學校/團體有否為是次參觀收取入場費? Did you charge members admission fee for this proposed visit? <input type="checkbox"/> 沒有 No <input type="checkbox"/> Yes 有 (\$ _____)
備註 Remarks:	

茲證明上述資料均正確無訛，並無遺漏。

The undersigned hereby confirms that all the information given in this form is correct and complete.

校長/機構負責人姓名 (正楷)

Name of Principal / Authorised Officer (in block letters)

簽署  
Signature

日期  
Date

學校/機構印  
Official Seal

乙部：選擇導賞服務 (每節導賞團人數約 20-30 人)	Part B : Guided Tour Service (Each guided tour admits about 20-30 persons)
1. <input type="checkbox"/> 展覽廳 <input type="checkbox"/> 粵語 <input type="checkbox"/> 英語 <input type="checkbox"/> 普通話	1. <input type="checkbox"/> Exhibition Galleries <input type="checkbox"/> Cantonese <input type="checkbox"/> English <input type="checkbox"/> Putonghua
2. <input type="checkbox"/> 戶外古蹟徑 <input type="checkbox"/> 粵語 <input type="checkbox"/> 英語 <input type="checkbox"/> 普通話	2. <input type="checkbox"/> Outdoor Historical Trail <input type="checkbox"/> Cantonese <input type="checkbox"/> English <input type="checkbox"/> Putonghua
3. <input type="checkbox"/> 專題展覽 (請留意展出日期) <input type="checkbox"/> 粵語 <input type="checkbox"/> 普通話	3. <input type="checkbox"/> Special Exhibition (Please check the exhibition period) <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua
<p>備註 Remark:</p> <p>每個參觀團體可申請同日不多於兩團的導賞服務，惟每團參與人數約二十至三十人。名額有限，先到先得。 Every organisation can apply for no more than two guided tours for about 20-30 persons for each group. Arrangement is made on a first come, first served basis.</p>	

丙部：旅遊車停泊位 (周末、公眾假期除外)	Part C : Parking Space for Coach Only (Except weekends and public holidays)
<input type="checkbox"/> 需要 <input type="checkbox"/> 不需要 所需旅遊車位數目： <input type="checkbox"/> 一個 <input type="checkbox"/> 兩個	<input type="checkbox"/> Required <input type="checkbox"/> Not required Parking space(s) required: <input type="checkbox"/> One <input type="checkbox"/> Two
<p>注意 Note :</p> <p>由於周末及公眾假期遊人眾多，故停車場在上述期間只供上落乘客之用。 Due to the high demand of parking spaces, the Museum's carpark is available for pick-up and drop-off only on weekends and public holidays.</p>	

## 申請須知

以下團體可填妥本表格申請免費導賞服務：

- i. 參觀人數達 20 人或以上的註冊幼稚園、小學、中學、專上學院、大學及慈善團體或非牟利機構。
- ii. 參觀人數達 10 人以上專為殘疾人士或長者服務的註冊學校、慈善團體或非牟利機構。

1. 香港海防博物館開放時間：  
三月至九月  
星期一至三、五至日：上午 10 時至下午 6 時  
十月至二月  
星期一至三、五至日：上午 10 時至下午 5 時  
星期四（公眾假期除外）、農曆年初一及初二休館
2. 本館將按先到先得方法處理有關申請。合資格團體須在參觀前最少兩星期至三個月提交申請（由該月的第一個工作日開始接受報名）。例如 2016 年 8 月 1 日起便可申請 2016 年 11 月份的參觀。請於辦公時間內（星期一至五：上午 9 時 30 分至下午 12 時 45 分及下午 2 時至 5 時 30 分）**致電 2569 1248 預約**，然後在預約後一星期內將填妥的申請表格連同證明文件副本（見下文第 4 項），郵寄（信封面請註明「團體參觀」）或傳真（2569 1637）至香港海防博物館。倘申請人未能如期遞交申請表，電話預約即自動取消。如申請的參觀日期距遞交申請表格的時間少於兩星期，申請將不獲受理。
3. 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。在申請時，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，其成員不得分享利潤或資產。所有團體申請，**必須附上該等證明文件的副本（如稅務局依據稅務條例第八十八條發出之信件），並由團體負責人正式簽署，連同團體蓋印，以示真確。**
4. **申請免費導賞的團體不應向參加者收取任何費用。**如團體因組織是項活動而必須向參加者收取任何費用，如交通費及行政費，請於申請表格甲部的備註列明收費性質。
5. 關於各項申請，本館擁有絕對決定權。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不完全或虛假的資料，館方有權取消先前的批准。**
6. 申請如獲批准，**本館將最遲於參觀前一星期覆函作實。參觀團體必須於入場時出示該確認信**，否則本館有權向參觀者取消已預約的服務。**如團體人數超出或未達預約人數，館方有權要求活動負責人作書面解釋。**倘申請人欲更改參觀人數或其他安排，必須立即通知博物館，並或需重新申請。
7. 團體請準時到達博物館，以免影響當日的參觀安排；如團體遲到超過 30 分鐘，所預約的導賞服務或會被取消。
8. 如當日參觀人數太多，本館將因應博物館可容納人數，按先到先得方法安排觀眾入場。
9. 團體負責人必須維持參觀團員的秩序，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數的比例為 1:20。活動負責人須於參觀完畢後，待所有參觀團員齊集後方可離開博物館。
10. 請勿在博物館範圍內使用擴音器。若遇有緊急事故，活動負責人可要求博物館職員提供協助。
11. 若參觀者於博物館範圍內有任何不恰當的行為，例如破壞展品或滋擾其他參觀者，本館職員有權制止，並要求參觀者即時離開。

## 惡劣天氣特別安排

如參觀當日遇有下列情況，參觀活動及有關服務將會取消。受影響的參觀團體請保留博物館發出的入場通知書及致電 2569 1248 與教育活動組聯絡，本館會因應情況另行安排參觀時間。

1. 天文台懸掛八號或以上熱帶氣旋警告信號或發出黑色暴雨警告。
2. 教育局宣布學校停課。

## 個人資料收集聲明

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。本館會把申請人於表格內所提供的個人資料存檔。申請人如欲查閱及更正本表格所收集的個人資料，請聯絡二級助理館長（教育服務及市場推廣），[地址：香港筲箕灣東喜道 175 號香港海防博物館 / 電話：2569 1347]。

## **Notes on Application**

1. The following organisations can apply for free guided tours by completing this form:
  - i. registered kindergartens, primary schools, secondary schools, post-secondary institutions, universities and charitable or non-profit-making organisations in a group of 20 visitors or more.
  - ii. registered schools and charitable or non-profit-making organisations serving people with disabilities or the elderly in a group of 10 visitors or more.
2. Opening Hours for the Hong Kong Museum of Coastal Defence:  
March through September  
Monday to Wednesday, Friday to Sunday: 10am - 6pm  
October through February  
Monday to Wednesday, Friday to Sunday: 10am - 5pm  
Closed on Thursdays (except public holidays), and the first two days of the Chinese New Year
3. Application will be accepted on a first come, first served basis. Applications should be made **2 weeks to 3 months (from the first working day of the month) in advance before the date of visit**. For example, if the proposed visit falls in November 2016, please make application on 1 August 2016. Please **call 2569 1248** during office hours (Mon-Fri: 9:30am – 12:45pm & 2:00 – 5:30pm) **for reservation first**, and then submit the duly completed application form together with copies of relevant documents (see Note 4 below) to us by mail (please mark “Group Visit” on the envelope) or fax (2569 1637) within one week after the telephone booking. Otherwise, the booking will be cancelled. Application made less than two weeks before the visit will not be considered.
4. The registered charitable / non-profit-making organisations should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved charitable institutions or trusts of a public character. Its Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organisation do not take any share of the profits nor any share of the assets upon dissolution. **The organisation should provide copies of relevant documents certified true by an authorised officer with the organisation chop, e.g. the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.**
5. **Visiting group which has been granted free guided tour should not charge members for admission to the Museum.** Should there be any charges, e.g. transportation and administrative fees, please state the nature of charges in the application form.
6. The Museum reserves the right 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 incomplete or untrue, the Museum reserves the right to withdraw the approval.**
7. **Successful applicants will be notified in writing at least one week before the visit. Please present the confirmation letter upon admission.** The Museum reserves the right to cancel the reserved services if the applicants fail to produce the confirmation letter. Should the number of visitors **exceed or fail to meet the approved quota, written explanation may be required.** Should there be any changes after the confirmation letter is issued, please notify us immediately. New application may be required.
8. Please arrive at the Museum on time so as not to affect our visiting schedule and other arrangements on the day. Reserved guided tour may be cancelled if the group turns up late for more than 30 minutes.
9. If there are too many visitors at the Museum, we will arrange the admission on a first come, first served basis according to the capacity of the gallery.
10. Group leader should keep members of the group in order. Please split the visitors into small groups and assign one leader for each group. A leader-and-visitor ratio at 1:20 is recommended. Group leader should have all group members gathered 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 staff reserve the right to stop any annoying behavior and to order the visitors concerned to leave the Museum immediately.

## **Inclement Weather Special Arrangement**

Under the following circumstances, school visits and relevant services will be cancelled. Organisations should keep the admission letter and contact our Education Activities Unit at 2569 1248 for rearrangement.

1. When tropical cyclone warning signal no. 8 or above is hoisted or black rainstorm warning signal is issued by the Hong Kong Observatory.
2. The Education Bureau has made the announcement of class suspension.

## **Personal Data Collection Statement**

You have the right to request access to and 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 provided in this form will be entered into the Museum’s record. Enquiries concerning the personal data collected in this form, including the request for access and corrections, should be addressed to Assistant Curator II (Education Services and Marketing) by post to the Hong Kong Museum of Coastal Defence (175 Tung Hei Road, Shau Kei Wan, Hong Kong) or by calling 2569 1347.