

團體參觀申請表 Application Form for Group Visit

電話預約 / 查詢 Telephone Booking / Enquiries : ☎ 3580 6780

傳真 Fax : ☎ 3580 0498

星期一至五 Mon - Fri : 9:30 am - 1:00 pm & 2:00 - 5:30 pm (公眾假期除外 except public holiday)

填寫前請先閱讀第三至四頁的申請須知

Please read the Notes on Application on p.3-4 before filling in this form.

團體參觀服務申請不適用於星期四(公眾假期除外)。星期三免費入場。

Application for group visit is not available on Thursdays (except public holidays). Free admission on Wednesdays.

甲部：豁免入場費申請	Part A : Application for Free Admission
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學校/團體名稱 (須與證明文件相同)

Name of School / Organization (as shown on the supporting document)

註冊學校：幼稚園 / 小學 / 中學 / 其他 (請註明) _____

Registered school: kindergarten / primary / secondary / others (please specify) _____

* 註冊慈善團體 Registered charitable organization

* 註冊非牟利機構 Registered non-profit-making organization

其他 (請註明) Others (please specify) _____

(* 請附上有關證明文件副本 Please provide certified copy of the supporting document)

學校/團體地址 Address _____

負責老師/活動負責人 Officer-in-charge

聯絡電話 Telephone No. _____

傳真號碼 Fax No. _____

擬參觀日期 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)

是否需要為殘疾人士作特別安排?

Any special request for visitors with disabilities?

需要 Yes _____ 不需要 No

參觀總人數 Total No. of Visitors (1)+(2)

學校/團體有否為參觀本館而額外收收入場費?

Do you charge members for admission to the Museum?

沒有 No Yes 有 (\$ _____)

此部分須由學校/團體負責人，如校長、主席、行政秘書等簽署

This part should be completed by the Authorized Officer of the school / organization, e.g. the Principal, the Chairman or the General Secretary.

茲證明上述資料均正確無訛，並無遺漏。

The undersigned hereby certifies that all the information given on this form is correct and complete.

校長/團體負責人姓名 (正楷)

Name of the Principal / Authorized Officer (in Block Letters)

簽署
Signature

日期
Date

學校/團體印鑑 Official Seal

乙部：導賞服務	Part B : Guided Tour Service
<input type="checkbox"/> 常設展覽 (每節導賞團人數約 40 人) <input type="checkbox"/> 專題展覽 (每節導賞團人數約 40 人) <input type="checkbox"/> 探索甘棠第建築之旅 (每節導賞團人數約 20 人及只於星期日提供。) <input type="checkbox"/> 不需要	<input type="checkbox"/> Permanent Exhibition (Each tour admits 40 persons) <input type="checkbox"/> Special Exhibition (Each tour admits 40 persons) <input type="checkbox"/> Exploring Tour of Kom Tong Hall (Each tour admits around 20 persons and is only available on Sundays.) <input type="checkbox"/> Not required
選擇語言 Language preferred <input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Putonghua	

丙部：錄音導賞服務	Part C : Audio Guide Service
借用錄音導賞器材數目 (最多可借用 30 套)	No. of Audio-guide set required (maximum 30 sets)
共 _____ 套 (借用者必須遵守「租用錄音導賞器材登記表格所列之「租用須知」)	Total: _____ Sets (Borrower shall abide by the "Notes to Hirers" listed on the "Registration Form for Rental of Audio Guide Set")

丁部：預計參觀時間	請選擇並擬定各項活動的時間，以便本館作出安排。	
Part D : Planning Your Visit	Please tick and plan the time of your visit for ease of arrangement.	
活動項目 Programme	大約需時 Duration	活動時間表 Time-table
到達紀念館 Arrival at the Museum		
<input type="checkbox"/> 導賞服務 Guided tour service for the exhibitions	1 小時 hr	至 to
<input type="checkbox"/> 自行參觀展覽 Visit the exhibitions on your own	1 小時 hr	至 to
離開博物館 Departure		

戊部：團體申請參觀香港海防博物館	Part E : Application for Group Visit to the HKMCD
香港海防博物館於逢星期一至三及五至日提供免費團體參觀及導賞服務。如你希望於同一天參觀香港海防博物館，請註明是否需要導賞服務： <input type="checkbox"/> 需要 <input type="checkbox"/> 不需要 有關申請將轉介予香港海防博物館跟進，查詢請電 2569 1248。	The Hong Kong Museum of Coastal Defence (HKMCD) provides free group visit and guided tour service on Monday to Wednesday and Friday to Sunday. If you wish to visit the HKMCD on the same day, please indicate if you need any guided tour service: <input type="checkbox"/> Required <input type="checkbox"/> Not required Application will be referred to the HKMCD. For enquiries, please call 2569 1248.

此欄由館方填寫 For the Museum Use Only



團體參觀申請 Application for Group Visit
確認回條 Confirmation Slip

致申請人：

To:

閣下申請

Your application for

- 豁免入場費一事，不獲 / 已獲* 批准。
- 導賞服務一事，不獲 / 已獲* 批准。
- 申請錄音導賞服務一事，不獲 / 已獲* 批准。

- waiver of admission charges is / is not approved.
- guided tour service is / is not approved.
- audio guide service is / is not approved.

茲附上「團體領隊須知」、「孫中山紀念館位置圖」及「孫中山紀念館平面圖」以供參考。

“Notes to the Group Leader”, “Location Map” and “Floor Plan” of Dr Sun Yat-sen Museum are enclosed for reference.

簽署

Signature : _____

姓名及職位

Name and Post : _____

日期 Date : _____

申請須知

1. 申請豁免入場費及導賞服務，是專為參觀人數達**20 人或以上**的香港註冊學校、非牟利機構及慈善團體而設。如人數少於 20 人，則須繳付入場費。本館的開放時間為平日及週六：10 am - 6 pm；週日及公眾假期：10 am - 7 pm；逢星期四休館；星期三免費入場。
2. 本館將按先到先得方法處理有關申請。**合資格團體可在參觀前兩星期至三個月作出申請（由該月的第一個工作日開始接受報名）**。請於辦公時間（星期一至五：9:30 am - 1:00 pm 及 2:00 - 5:30 pm）**致電 3580 6780 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（見第 3 項條款），郵寄（信封面請註明「申請團體參觀」）或傳真（3580 0498）至孫中山紀念館。申請人如未能如期遞交申請表，其電話預約即自動取消。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。
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。團體申請豁免入場費優惠時，**必須附上該等證明文件之副本（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. 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虛假的資料，館方有權取消先前之批准及索回全部入場費。
5. 申請如獲批准，**本館將最遲於參觀前一星期發出覆函作實。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收取入場費及取消已預約之服務。如果出席人數超出申請時的數目，活動負責人須為超額人數購票。倘申請人欲更改參觀人數或其他安排，必須立即通知紀念館，並或需重新申請。
6. 團體請準時到達紀念館，以免影響當日的參觀安排；如團體遲到超過 30 分鐘，所預約之服務或會被取消。
7. 館方不提供車位予旅遊巴士停泊。參觀團體的旅遊巴士須於西摩道 25 號（近港九五旬節會五旬節堂）的路邊停車處上落客。下車後，參觀人士可沿衛城道步行 1 至 2 分鐘到達孫中山紀念館，沿途毋須橫過馬路。
8. 如當日參觀人數太多，本館將因應展廳可容納人數，按先到先得方法安排觀眾入場。
9. 本館不設衣帽間，參觀者應避免攜帶大型物件如書包或貴重物品到紀念館。
10. 團體負責人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數的比例在 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紀念館。當參觀者離開紀念館後，便不能再次進入。
11. 請勿在紀念館範圍內使用擴音器。若遇有緊急事故，活動負責人可請紀念館職員提供協助。
12. 參觀者不可以在紀念館範圍內吸煙、喧嘩、觸摸展品或拍攝錄像（已獲館方書面許可者除外）。
13. 參觀者不可以在紀念館範圍內飲食。
14. 若參觀者於紀念館範圍內有任何不恰當的行為，例如破壞展品或騷擾其他參觀者，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

1. 如天文台懸掛八號或以上颱風訊號或發出黑色暴雨警告，紀念館將會關閉，所有預約參觀及有關服務亦會取消。
2. 如教育統籌局發出取消學校上課的公佈，該天的預約學校參觀及有關服務將會取消。
3. 如因上述情況而取消參觀活動的團體，請保留紀念館發出的入場通知書及致電 3580 6780 與紀念館職員聯絡，以便重新安排參觀時間。

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。本館及香港海防博物館（如同時申請香港海防博物館免費參觀及導賞服務）會把申請人於表格內所提供之個人資料存檔。申請人如欲查閱及更正本表格所收集的個人資料，請聯絡本館二級助理館長，地址：香港中環半山衛城道 7 號，電話：3580 6779。

Notes on Application

1. All schools, 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 charge and free guided tour service. Groups of less than 20 persons are required to pay for the admission charges. The Museum opens from 10 am to 6 pm on weekdays and to 7 pm on Sundays and public holidays. The Museum closes on Thursdays (except public holidays). Free Admission on Wednesdays.
2. Application will be accepted on a first come, first served basis. Applications should be made **from 2 weeks to 3 months (from the first working day of the month) in advance before the date of visit.** Please **call 3580 6780** during office hours (Monday to Friday: 9:30 am to 1:00 pm and 2:00 pm to 5:30 pm) **for reservation first**, and then submit the duly completed application form together with copies of relevant documents (see Note 3 below) to the Museum by mail (please mark "Application for Group Visit" on the envelope) or fax (3580 0498) 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.
3. The applicant for waiver of admission charges 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 organization do not take any share of the profits nor any share of the assets upon dissolution. **The organization should provide copies of relevant documents certified true by an authorized officer with the official seal, e.g. the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.**
4. The Museum reserves the right to approve an application. All applications are approved subject to the applicants' 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.
5. **Successful applicants will be notified in writing at least one week before the visit. Please present the confirmation slip upon admission.** The Museum reserves the right to charge admission and cancel relevant services if the applicants fail to produce the confirmation. If the number of participants exceeds the approved number, the group needs to pay for the extra visitors. If there are any changes after the confirmation letter is issued, please notify the Museum immediately. New application may be required.
6. In order not to affect the visiting schedule and other arrangements on the day, please arrive at the Museum on time. Pre-booked services may be cancelled if you are late for more than 30 minutes late.
7. No parking spaces for coaches are available at the Museum. Coaches can drop off and pick up visiting groups at 25 Seymour Road (near the Pentecostal Church). It is a one to two-minute walk from there along Castle Road to the Museum (with no need to cross the road).
8. 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.
9. There is no cloakroom in the Museum. Please do not bring along bulky items, such as school bags or valuable items to the Museum.
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. Re-entering the Museum is not permitted.
11. Please do not use loudspeaker in the Museum. In case of emergency, please approach the Museum staff for assistance.
12. Smoking, playing, touching of exhibits or unauthorized video-taking (except those with prior written permission) are prohibited in the Museum.
13. Eating and drinking are prohibited in the Museum.
14. The Museum staff reserves the right to stop any annoying behavior and to order the visitors to leave the Museum immediately.

Inclement Weather Special Arrangement

1. When typhoon signal no. 8 or above is hoisted or black rainstorm warning is issued by the Hong Kong Observatory, the Museum will be closed and all group visits and relevant services will be cancelled.
2. School visits and relevant services will be cancelled in accordance with the announcement made by the Education and Manpower Bureau.
3. Under the above circumstances, organizations should keep the admission letter and contact our staff at 3580 6780 for rearrangement.

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 records of the Dr Sun Yat-sen Museum and the Hong Kong Museum of Coastal Defence (if applying for free admission and guided tour to the Hong Kong Museum of Coastal Defence at the same time). Enquiries concerning the personal data collected in this form, including the request for access and corrections, should be addressed to Assistant Curator II, 7 Castle Road, Middle Levels, Central, Hong Kong. Tel. No.: 3580 6779.