

免費外借及運送展板服務申請表

APPLICATION FOR FREE LOAN AND DELIVERY SERVICE OF EXHIBITION PANELS

電話預約 Telephone Booking / 查詢 Enquiries : 3580 6780 傳真 Fax: 3580 0498 電郵 Email: sysm@lcsd.gov.hk

星期一至五 Mon - Fri: 9:30 am - 12:45pm & 2:00 - 5:30 pm

(填寫前請先閱讀申請須知 Please read the Application Notes before completion)

申請人資料 *Applicant's Details*

學校 / 團體名稱 Name of School / Organisation		
<input type="checkbox"/> 註冊幼稚園、小學、中學、專上學院或大學 Registered kindergarten / primary / secondary / post-secondary institution / university <input type="checkbox"/> * 註冊慈善團體 Registered charitable organisation <input type="checkbox"/> * 註冊非牟利機構 Registered non-profit-making organisation <input type="checkbox"/> * 專為殘疾人士或長者服務的註冊學校、慈善或非牟利團體 Registered school and charitable or non-profit-making organisation serving people with disabilities or the elderly <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)		
地址 Address		
申請人姓名 Name of Applicant		職位 Post
電話 Tel. No.	手提電話 Mobile No.	傳真 Fax No.
用途 Purpose of Use	<input type="checkbox"/> 教學 Teaching <input type="checkbox"/> 活動 Programme <input type="checkbox"/> 其他 Others (請註明 Please specify) _____	

外借資料項目 *Loan Out Item*

題目 Title	展板數量 Quantity of Panels	展覽地點 Display Area	借還日期 Loan Period
孫中山紀念館的誕生：甘棠第的保護與修繕 The Birth of Dr Sun Yat-sen Museum: Preservation and Renovation of Kom Tong Hall	12		
孫中山與近代中國 Dr Sun Yat-sen and Modern China	18		
孫中山與家屬 Dr Sun Yat-sen and Family	16		
辛亥革命：施塔福攝影展 1911 Revolution in China: Francis Stafford's Photo Exhibition	15		
時代符號 — 中山陵 1926.6.1 (20 塊) Icon of an Era – The Dr Sun Yat-sen Mausoleum 1926.6.1 (20 panels)	20		

所需服務 *Service Required*

服務 Service	日期 Date	預定時間 Proposed Time
由紀念館運送展板到學校 / 團體 Delivery of panels from the Museum to the school / organisation <input type="checkbox"/> 需要 Required <input type="checkbox"/> 不需要 Not required		
由紀念館到學校 / 團體收回展板 Collection of panels by the Museum from the school / organisation <input type="checkbox"/> 需要 Required <input type="checkbox"/> 不需要 Not required		

聲明 Declaration

茲證明上述資料均正確無訛，並無遺漏，並願意遵守有關的借用規則。
I hereby certify that all the information given on this form is correct and complete, and agree to abide by the conditions of loan.

申請人簽署
Applicant's Signature : _____

日期 Date : _____ 學校 / 團體印章 School / Organisation Chop _____

此欄由館方填寫 **For Museum Use Only**

申請免費外借及運送展板服務 Application for Free Loan and Delivery Service of Exhibition Panels

確認回條 Confirmation Slip

致申請人：	To Applicant,
閣下申請外借及運送展板服務一事，已獲 / 不獲 批准。	Your application for loan and delivery service of exhibition panels is / is not accepted.

簽署 Signature : _____ 日期 Date : _____

申請須知

申請手續

1. 請於辦公時間(星期一至五：上午9時30分至下午1時及下午2時至5時30分)致電3580 6780 預約。電話預約後請於兩天內填妥申請表，連同有關證明文件的副本，透過郵寄(信封面請註明「免費外借及運送展板服務」)、電郵 (sism@lcsd.gov.hk) 或傳真(3580 0498)至孫中山紀念館。本館將於收到申請表後七個工作天內覆函作實。
2. 外借展板需最少兩星期前提出預約申請，館方只接受最早三個月前的申請。所有申請將按先到先得的原則處理。
3. 任何註冊慈善團體 / 非牟利機構的申請人於遞交申請表時，必須附上有關的證明文件副本，如稅務署按稅務條例第八十八條發出的信件，以證明其慈善性質或非牟利性質。申請機構的負責人必須於證明書副本上簽署，並蓋上團體印鑑，以示真確。
4. 展板的借用期限為一星期。如有特別用途需要借用超過一星期，請在電話預約時提出，館方會按實際情況酌情處理。

借用規則

1. 館方在審批後會於七個工作天內發出確認回條，並與申請人確認展板運送詳情。申請人在收到及交還展板時，須在「為孫中山紀念館提供搬運展板服務的工作日誌」上簽收作實。
2. 凡於借用期間損毀或遺失展板，借用者必須立即通知本館，切勿嘗試自行修補。館方有權追討賠償，包括重新製作、修補及其他有關費用等。
3. 借用者不能向觀賞者收取任何費用，或未經館方同意，擅自將資料借予其他學校 / 團體。
4. 凡借用展板者，必須將展板妥為擺放在室內地方，以免展板受潮或被日光直射。在佈展及展覽期間的任何情況下，展板對任何人 / 物造成任何傷害或損毀，館方皆不會承擔任何責任。
5. 展板的版權屬香港特別行政區政府所有，未經館方同意，借用者不得擅自以任何形式翻印、複製或改動展板。
6. 館方保留對接受申請與否的最後決定權。

個人資料(私穩)收集聲明

1. 申請人於表格內所提供的個人資料只作處理申請之用。
2. 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。
3. 申請人如欲查閱及更正本表格所收集的個人資料，請致電 3580 6780 與紀念館職員聯絡。

APPLICATION NOTES

Application Procedures

1. Please call 3580 6780 during office hours (Mon-Fri: 9:30am-1:00pm & 2:00-5:30pm) for reservation first, and then submit the duly completed application form together with copies of relevant documents to the Dr Sun Yat-sen Museum by mail (please mark "Application for Free Loan and Delivery Service of Exhibition Panels" on the envelop), email (pkplui@lcsd.gov.hk) or fax (3580 0498) within two days after the telephone reservation. Successful applicant will receive confirmation slip within 7 working days.
2. For the loan of the panels, at least two weeks advance booking is required. All applications are accepted up to 3 months in advance and will be processed on a first-come-first-served basis.
3. For registered charitable / non-profit-making organisations, the applicant should produce copies of supporting documents to identify the nature of the organisation, e.g. a letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance. The copy should be certified true by an authorised officer together with the organisation chop.
4. The loan period of the panels is one week. For those who would like to borrow more than one week, please raise the request for the Museum's consideration while making reservation.

Conditions of Loan

1. Successful applicant will receive confirmation slip within 7 working days. Museum staff will confirm the details of delivery/collect with the applicant. The applicant has to sign and chop on the "Logsheet of delivery service of exhibition panels for Dr Sun Yat-sen Museum" once the panels are received/returned.
2. In case of damage or loss of the panels, it should be reported to the Museum immediately and no attempt for repairs should be made by the borrowing party. The Museum reserves the right to claim from the borrowing party the full payment of the cost of the reproduction and repair with overheads.
3. The borrowing party should not impose any charge on the viewers, or loan the panels to any other schools / organisations without the Museum's consent.
4. The panels should be well protected from rain, humidity and direct sunlight in in-door area. The borrowing party should be responsible for the safety measures during the set up and display period. The Museum is not liable for any damage or harm caused to persons while using the panels under the custody of the borrowing party.
5. The Government of the Hong Kong Special Administrative Region possesses the copyright of the panels. The content of the panels shall not be reproduced, duplicated or altered in any format in any way without the prior consent of the Museum.
6. Application is subject to the Museum's final approval.

Personal Data Collection Statement

1. The personal data you provided on this form will be used for processing of application only.
2. You have the right to request access to and the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For access to and correction of personal data submitted, please contact the Museum at 3580 6780.