

公眾團體參觀申請表格

Application Form for Public Group Visits

15 人以上之參觀必須預約，申請前可先致電 2277 8484 查詢時間。
Groups consist of more than 15 visitors must apply for visit.
Applicants may call 2277 8484 to inquire available time slots

香港銅鑼灣禮頓道 66 號
保良局歷史博物館
66 Leighton Road, Causeway Bay,
Hong Kong
Tel: 2277 8484 Fax: 2895 3935
Email: plkmuseum@poleungkuk.org.hk



1 參觀團體資料 – Group Information

團體名稱 (中文及英文) Name of Group (Chinese & English)	中文 Chinese	英文 English
團體地址 Address of Group		
申請人姓名 Name of Contact	先生/女士 Mr./Mrs./Ms.	申請人電話 Phone Number
電郵地址 Email Address		
團體有否為是次參觀收取費用 Did your group charge members admission fee for this visit?	沒有 No <input type="checkbox"/> 有 Yes <input type="checkbox"/> (\$ _____)	
活動當日聯絡人姓名及電話 Name of Group Representative	姓名 Name	電話 Phone Number

2 到訪資料 – Visiting Information

參觀日期 (日/月/年) Visiting Date (DD/MM/YY)		抵達時間 Arrival Time	
參觀人數 Number of Visitors	長者 Senior Citizens	成人 Adults	專上學生 Tertiary Students
	中學生 Secondary Students	小學生 Primary Students	幼童 Kindergarteners
總人數 Total Visitors	級別 (學校適用) Class (For school)		
參觀模式 請選擇其中一項服務 Visiting Programme Select only one option	<input type="checkbox"/> 完整導賞 (45-60 分鐘) Full Guided Tour (45-60 minutes)		
	<input type="checkbox"/> 簡單導賞 (約 15 分鐘，其餘為自由參觀時間) Brief Guided Tour (Around 15 minutes, followed by free exploration time)		
	<input type="checkbox"/> 自由參觀 (毋須導賞服務) Self-guided (no docent service from the Museum required) 本館恕不接受外來人士自行安排導賞服務。 The Museum does not accept self-appointed docents during visits.		
備註/特別安排 Remarks or special assistance required	本館暫未設無障礙設施，敬請原諒。 We apologised for the unavailability for disabled access.		

請細閱下頁參觀規章及個人資料收集聲明，並簽名及蓋印確認申請

Please read the information on page 3 and 4; sign and stamp to confirm this application

3 參觀規章 – Visiting Rules (English version is printed on page 3)

- I. 凡參觀人士超過 15 名者，皆屬於團體參觀類別，必須填妥公眾團體參觀預約申請表格，並遵守表格內列明的規則。
- II. 已預約之公眾團體如有任何更改，請於參觀日 72 小時前通知本館，否則恕不受理。
- III. 已預約之公眾團體必須準時到達，逾時或會失去預約名額。
- IV. 博物館開放範圍僅限「林焯偉展覽廳」及「關帝廳」，其他皆屬於私人範圍，為保障留局者的私隱，未經許可，請勿內進。
- V. 參觀者須配合博物館職員指示，並遵守以下規則：
 - A. 參觀者須穿著整齊衣履，雨具、滑板、單車或任何大型器具需放置館外。
 - B. 博物館內嚴禁飲食，所有食物飲料亦必須密封方可攜帶入內。
 - C. 博物館範圍內嚴禁任何未經准許的拍攝，包括攝影、錄影及錄音。
 - D. 使用流動電話時，請注意音量，切勿於參觀範圍內高聲談論，以免滋擾他人。
 - E. 請照顧同行兒童，避免騷擾他人及發生危險。
 - F. 請遵守禮儀，切勿觸摸展覽品及牆上石刻碑文，不要在館內追逐嬉戲、席地而坐、躺臥座椅或脫鞋。
 - G. 除導盲犬外，不可攜帶任何動物進入館內。
- VI. 博物館場地為參觀者而設，任何人士如於場地內進行與參觀無關之活動，本館保留拒絕讓有關人士入館的權利。
- VII. 如有破壞本館設施及藏品的行為，本館保留追究賠償之權利。
- VIII. 博物館不設停車場，場內只准許 28 座或以下之小型巴士車輛經加路連山道入口進入局內上落客，其他大型車輛則須於局外位置上落客。
- IX. 參觀範圍未設無障礙設施，輪椅使用者須由同行者陪伴參觀，不便之處，敬請見諒。
- X. 有關惡劣天氣之開放特別措施，請參閱本館的「惡劣天氣特別措施」指引。
- XI. 本館保留任何變動或修訂規則的權利而不作事前通知。

4 個人資料收集聲明 – Personal Data Collection Statement (English version is printed on page 3 - 4)

- I. 提供此表格上之個人資料並非強制性，但不提供個人資料可能導致本局無法處理閣下的參觀預約。
- II. 從閣下收集所得的個人資料可能會用作以下用途或其他與以下用途直接相關的目的：(i) 處理參觀申請或其他相關行政工作；(ii) 內部記錄及其他參觀數據分析。
- III. 閣下所提供的個人資料將嚴格保密。惟本局將因應上述用途的需要，按照「需要知道」的原則向下列人士提供閣下的個人資料：(i) 本局的僱員、董事、公司秘書及其他高級人員；(ii) 就本局之運作向本局提供行政、電訊、電腦、資訊科技、支付或其他服務的任何代理、承辦商或第三方服務供應商；(iii) 因應法例規定或法庭的命令，向任何人士、政府、監管或執法機關或行政機構披露或轉移 閣下的個人資料；及(iv) 任何對本局有保密責任的人士，包括本局的核數師、法律顧問或其他專業顧問。
- IV. 閣下有權要求查閱本局保存有關閣下的個人資料，以及要求更正此等資料。本局處理此等要求時可收取合理的費用。如有任何查閱或更正閣下的個人資料的要求，請以書面或電話與保良局歷史博物館職員聯絡（電話：2277 8484 或傳真：2895 3935）
- V. 此表格上之個人資料除作上述用途外，本局將不時透過直接郵遞、電郵、電話、手機短訊及傳真等途徑，向閣下提供有關本局動向、服務推廣及籌募活動等的資訊（統稱為「宣傳資料」），屆時將需要使用閣下於此表格所提供的個人資料，存於本局之聯絡資料及捐款紀錄與閣下通訊。本局將事先得到閣下同意，否則不會把閣下的個人資料用於提供宣傳資料上。如不擬收取，請於下方填選。
 本人不欲收取任何保良局上述的宣傳資料。

本人同意遵守以上參觀規章，並會於參觀期間遵從博物館職員指示。

簽名		機構印鑑	
博物館職員簽署		日期	

3 Visiting Rules

- I. Visitors of 15 persons or above will be treated as a group and will be required to fill in the Application Form for Public Group Visit. Please follow the rules of the Form.
- II. Please contact the Museum 72 hours prior to the visit if any changes are to be made. Short notice of changes will not be accepted.
- III. Late arrivals of booked tours may result in cancellation of appointment.
- IV. Areas available for visit in the Museum include “Leslie Kwing-wai Lam Exhibition Hall” and “Kwan Ti Hall” only. Other areas are off-limits for privacy concerns.
- V. Please observe the following rules below during your visit:
 - a) Please dress in proper attire. Umbrellas, skateboards, bicycles or bulky items should be placed outside the Museum.
 - b) No eating or drinking in the Museum. Drinks, if taken into the Museum must be tightly sealed.
 - c) No photography, videography and audio recording are allowed in the Museum.
 - d) Please be mindful of volume when using mobile phones in the Museum.
 - e) Please take care of children and be mindful of accidents when visiting.
 - f) Please be respectful when visiting. Do not damage items in the Museum. Avoid running, sitting on floors, or lying on sofas.
 - g) No animals are allowed except for guided dogs for the visually impaired.
- VI. The Museum is solely for visiting purpose. Activities deemed unrelated to the Museum may result in refusal of entry.
- VII. The Museum may demand for compensation if its facilities and items are damaged.
- VIII. No parking space is available. Only buses with seats of 28 or fewer may enter the gateway at Caroline Hill Road for alighting. Vehicles exceeding the above size shall stop outside the Kuk.
- IX. Barrier free facilities are not available in the Museum. Visitors with wheelchairs may require assistance from their companions. We apologise for the inconvenience caused.
- X. Please observe the severe weather policy of the Museum for special arrangements.
- XI. The Museum reserves all rights to modify its rules without prior notice.

4 Personal Data Collection Statement

- I. Provision of your personal data in this form is non-obligatory, but failure to do so may result in the Kuk being unable to process your visit application.
- II. Personal data collected from you will be used for the following purposes or other purposes which are directly-related to the following purposes: (i) application processing and related administrative work; (ii) internal records and relative data analysis.
- III. The personal data provided by you will be kept confidential but may be made available, on a need-

to-know basis, to the following parties as necessary for any of the purposes stated in above: (i) employees, directors, company secretaries and other officers of the Kuk; (ii) any agent, contractor or third-party service provider who provides administrative, telecommunications, computer, information technology, payment or other services to the Kuk in connection with its operation; (iii) any person, government, regulatory or law enforcement authority or administrative organisation to whom the Kuk is required by law or the court to disclose or transfer your personal data; and (iv) any person under a duty of confidentiality to the Kuk, including the Kuk’s accountants, legal advisers or other professional advisers.

- IV. You are entitled to request access to your personal data held by the Kuk and to correct such data, and the Kuk may charge a reasonable fee for processing of such request. If you want to access or correct your personal information, please contact the Po Leung Kuk Museum staff through Tel:2277 8484 or Fax: 2895 3935.
- V. Apart from the purposes mentioned in the above, the Kuk may use your personal data provided in this form, contact details and donation record in the database of the Kuk to send you the most updated information relating to our services, development and the appeal of donation campaigns through various channels such as direct mailing, email, telephone, SMS or facsimile, etc (collectively, the “Promotional Materials”). The Kuk may not use your personal data to send the Promotional Materials unless the Kuk has obtained your consent. If you do not wish to receive the Promotional Materials, please indicate below.

I do not wish to receive any promotion materials from Po Leung Kuk as specified above.

I agree to the above **visiting rules** and shall respect the instructions from Museum staff.

Signature		Organizational Seal	
Museum Staff Signature		Date	