

團體參觀申請表

Application Form for Group Visit

參觀日期
Date of Visit : _____

時間
Time : _____

參觀人數
No. of Visitors : _____

年級/年齡
Class/Age : _____

導賞服務 需要 不需要
Guided Tour Service Required Not required

選擇語言 粵語 普通話 英語
Language preferred Cantonese Putonghua English

團體名稱
Name of Organization : (中文) _____

(English) _____

地址
Address : _____

電話
Telephone No. : _____

傳真
Fax No : _____

聯絡人
Contact person : _____

簽署
Signature : _____

機構印鑑
Official chop : _____

日期
Date : _____

此欄供本館填寫 For the Museum Use Only

接收申請表日期 接受 拒絕
Application received on : _____ Accepted Rejected

簽署
Signature : _____

日期
Date : _____

備註
Remarks : _____

申請須知 Notes on Application

1. 保良局歷史博物館開放時間：
星期一至六 上午九時三十分至下午五時三十分
星期日及公眾假期 休館
The opening hours of Po Leung Kuk Museum:
Mon to Sat: 9:30am to 5:30pm
Closed on Sundays and public holidays
2. 導賞服務需時約三十至四十五分鐘。
Duration of the guided tour is about 30 to 45 minutes.
3. 申請團體須於參觀日期前最少一星期將填妥的申請表傳真至本館。如申請參觀日期距遞交申請表時間少於一星期，申請將不獲接納。本館將按先到先得方法處理有關申請。
Please fax the completed application form to the Museum at least one week before the intended visit. Late application will not be considered. Visits will be arranged on a first-come-first-served basis.
4. 申請表內的資料如有變更，請於參觀日期前至少三天通知本館作出適當的安排。
Should there be any changes, please inform us at least 3 days before the date of visit for necessary arrangement.
5. 導賞團每次人數不多於 50 人。
Each guided tour should not be more than 50 persons.
6. 參觀申請如獲批准，本館將以傳真確認。如距離參觀日期前一星期仍未接獲回覆，請致電 2277 8288 與本館職員聯絡。
Successful application will be confirmed by fax. If no reply is received from the Museum one week before the date of visit, please contact our Museum staff at 2277 8288.
7. 關於參觀及導賞服務申請，本館擁有最終決定權。
Approval for the application is subject to the Museum's final decision.
8. 團體請準時到達本館，以免影響當日的參觀安排；如團體遲到超過 30 分鐘，所預約的服務或會被取消。

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.

9. 惡劣天氣本館開放安排：

- 如天文台懸掛八號或以上颱風訊號或發出黑色暴雨警告，本館將會關閉，所有預約參觀及有關服務亦會取消。
- 八號或以上風球：本館將會關閉。倘八號或以上風球除下時，距離本館閉館時間不足兩小時，當日將不會開放。
- 黑色暴雨警告：若本館已經開放，則開放時間維持不變；倘黑色暴雨警告在本館開放前生效，本館將不會開放，直至黑色暴雨警告除下。倘黑色暴雨警告除下時，距離本館閉館時間不足兩小時，當日將不會開放。

Inclement Weather Special Arrangements for Museum Opening Hours:

- 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.
- Typhoon signal No.8 or above: The Museum will be closed. If the signal is lowered less than 2 hours before the normal closing time, the Museum will remain closed that day.
- Black rainstorm warning: If the warning is issued during normal opening hours, the Museum will remain open. If the warning is issued before the Museum opens, the Museum will be closed until the warning is cancelled. If the warning is cancelled less than 2 hours before normal closing hours, the Museum will remain closed that day.

10. 申請表上之個人資料除作安排導賞服務外，或會用以寄發本局資料。如不擬收取，或需查詢/更改個人資料，請與博物館職員聯絡，電話：2277 8288，傳真：2895 3935，電郵：plkas@poleungkuk.org.hk。

Your personal data provided in this form will be used for the above purpose. It may also be used for sending the Kuk's publicity materials to you. If you do not wish to receive such materials, or if you want to have access to or change your personal data, please contact the Museum staff at 22778288, Fax: 28953935, E-mail: plkas@poleungkuk.org.hk.