

團體導賞及館內錄像觀賞服務申請表

Application Form for Guided Tour and In-house Video Show Services for Groups

電話預約 / 查詢 Telephone Booking / Enquiries : 2724 9080

傳真 Fax : 2724 9090

電郵 Email : hkmhea@lcsd.gov.hk

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，並閱讀第三至五頁的申請須知。

Please call us during office hours for reservation first and read the Notes on Application on pp.3-5 before filling in this form.

博物館每天均提供團體導賞及館內錄像觀賞服務，星期二休館日除外；倘若星期二休館日是公眾假期，博物館會照常開放，也會提供以上服務。

Guided tour and in-house video show services for groups are provided every day, except Tuesday. The Museum will be open on Tuesday when it falls on a public holiday, during which the above-mentioned services will also be offered.

甲部：團體資料		Part A : Group Information	
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)			
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活動費用? (請列明費用及收費性質) Did you charge members activity fee for this proposed visit? (Please specify the amount and nature of charges)	
		<input type="checkbox"/> 沒有 No <input type="checkbox"/> 有 Yes (\$ _____)	

聲明 Declaration

茲證明所填寫及遞交資料均正確無訛，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)

學校 / 機構印鑑
School / Organisation Chop

簽署
Signature

日期
Date

乙部：導賞服務 (每節導賞團人數約 35 人)	Part B : Guided Tour Service (Each guided tour admits about 35 persons)
1. 專題展覽 (請留意展出日期) 導賞服務: <input type="checkbox"/> 需要 <input type="checkbox"/> 不需要	1. Special Exhibition (Please note the exhibition date) Guided tour service: <input type="checkbox"/> Required <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* *如未能提供英語或普通話導賞，是否接受粵語導賞? If an English / Putonghua tour cannot be arranged, will you accept a Cantonese tour? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
備註 Remarks: (如有需要，請列明其他導賞要求或補充資料。If applicable and necessary, please state other tour requirements or supplementary information.)	

丙部：館內錄像觀賞服務	Part C : In-house Video Show Service	
<input type="checkbox"/> 需要 <input type="checkbox"/> 不需要	<input type="checkbox"/> Required <input type="checkbox"/> Not required	
觀看人數(連同隨行老師 / 領隊，每節最多為 139 人) 共_____人	No. of audience (maximum 139 persons per session including teachers/leaders) Total: _____ persons	
選擇觀賞的錄像帶 Programme(s) selected 此項服務的安排須視乎場地而定。錄像帶目錄可於 https://hk.history.museum/documents/Collections-and-Services/In-House-Video/In-House-Video-Catalogue--chi-.pdf 下載。 The provision of in-house video show service is subject to the availability of the venue. Catalogue of the video programmes may be downloaded from https://hk.history.museum/documents/Collections-and-Services/In-House-Video/In-House-Video-Catalogue.pdf .		
1 錄像帶系列名稱 Title of the video series	集數 Episode : 編號 No. () 名稱 Title	需時 Duration mins
2 錄像帶系列名稱 Title of the video series	集數 Episode : 編號 No. () 名稱 Title	需時 Duration mins

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 Schedule
到達博物館 Arrival at the Museum		
<input type="checkbox"/> 展覽導賞服務 Guided tour service for the exhibition	1 小時 hr	至 to
<input type="checkbox"/> 自行參觀展覽 Visit the exhibition on your own	1 小時 hr	至 to
<input type="checkbox"/> 館內錄像觀賞 In-house video show	30 分鐘 mins – 1 小時 hr	至 to
離開博物館 Departure		

申請須知

1. 本館展覽均免費參觀，團體若只參觀展覽而不申請導賞及館內錄像觀賞服務，則無須預先申請。
2. 以下團體如欲申請免費導賞及館內錄像觀賞服務，請填妥本表格，以便安排：
 - 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*或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。*參觀人數包括老師、職員及同行照料者。
3. 香港歷史博物館開放時間：
星期一、三至五：上午 10 時至下午 6 時
星期六、日及公眾假期：上午 10 時至晚上 7 時
聖誕節前夕及農曆新年前夕：上午 10 時至下午 5 時
星期二（公眾假期除外）、農曆年初一及二休館
4. 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內提交申請(由該月的第一個工作日開始接受報名)。例如 2024 年 4 月 1 日起便可申請 2024 年 7 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 2724 9080 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 5 項），電郵(hkmhea@lcsd.gov.hk)、郵寄或傳真(2724 9090)至香港歷史博物館(電郵標題或信封封面請註明「申請導賞服務」)。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。
5. 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。
6. 申請免費導賞及館內錄像觀賞服務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，請於申請表格上列明收費性質。
7. 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。
8. 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，否則本館有權取消已預約的服務。如團體人數未達預約人數，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。
9. 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 20 分鐘，所預約的服務或會被取消。
10. 參觀團體的旅遊巴士可於科學館迴旋處上落乘客。車位分配將以先到先得方法處理，不設預約留位。
11. 如當日參觀人數太多，本館將因應展覽可容納人數，按先到先得方法安排觀眾入場。
12. 由於衣帽間的儲存空間有限，參觀者應避免攜帶書包、大型物件或貴重物品到博物館。
13. 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團員人數的比例為 1:17。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。
14. 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。
15. 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

導賞及館內錄像觀賞服務取消：以下安排 / 警告信號於**導賞開始前 3 小時生效 / 發出**

- 1) 三號或以上熱帶氣旋警告信號；或紅 / 黑色暴雨警告信號；或「極端情況」（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用）
- 2) 八號或以上熱帶氣旋警告信號；或黑色暴雨警告信號；或「極端情況」（中學、大專及相類團體適用）
- 3) 教育局宣佈停課（幼稚園、小學、中學及特殊學校適用）

導賞及館內錄像觀賞服務如期舉行：以下公佈 / 警告信號於**導賞開始前 3 小時或之前除下**

- 1) 三號熱帶氣旋警告信號；或紅 / 黑色暴雨警告信號；或「極端情況」（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用）
- 2) 八號或以上熱帶氣旋警告信號；或黑色暴雨警告信號；或「極端情況」（中學、大專及相類團體適用）

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 2724 9080 與教育活動組聯絡，本館會因應情況另行安排參觀時間。如有查詢，請致電 2724 9080。

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表格所收集的個人資料，請聯絡二級助理館長(導賞) [地址：九龍尖沙咀漆咸道南 100 號香港歷史博物館 / 電話：2724 9020]。

Notes on Application

1. There is no admission fee for exhibition, and advance applications are **not** required if there is no need for guided tour and in-house video show services.
2. The following organisations can apply for free guided tours and in-house video show services 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.*The total number of visitors includes teachers, staff and accompanying carers.
3. Opening Hours for the Hong Kong Museum of History:
Monday, Wednesday to Friday: 10am - 6pm
Saturday, Sunday and public holidays: 10am - 7pm
Christmas Eve and Chinese New Year's Eve: 10am - 5pm
Closed on Tuesdays (except public holidays), and the first two days of the Chinese New Year
4. 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 July 2024, application will be accepted starting from 1 April 2024. Please **call 2724 9080** 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 5 below) to us by email (hkmhea@lcsd.gov.hk), mail or fax (2724 9090) within one week after the telephone booking (please mark “Application for guided tour” at the email title or on the envelope). Otherwise, the booking will be cancelled. Application made less than two weeks before the visit will not be considered.
5. 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.**
6. **Visiting group which has been granted free guided tour(s) and in-house video show services 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 the charges in the application form.
7. 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.**
8. **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 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.
9. Please arrive at the Museum on time so as not to affect our visiting schedule and other arrangements on the day. **Reserved services may be cancelled if the group turns up late for more than 20 minutes.**
10. Coaches may drop off / pick up visitors at the roundabout of the Science Museum. No reservation will be accepted.
11. 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.
12. Please do not bring along school bags or bulky / valuable items to the Museum.
13. 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 1:17 is recommended. Group leader should have all group members gathered and complete the head count before leaving the Museum.
14. Please do not use loudspeaker in the Museum. In case of emergency, please approach the Museum staff for assistance.
15. The Museum staff reserve the right to stop any annoying behavior and to order the visitors concerned to leave the Museum immediately.

Special Arrangements under Inclement Weather Conditions

Guided tour and in-house video show service will be cancelled:

When the following arrangement / signal is **in force 3 hours before the tour is scheduled to begin**:

- 1) Tropical Cyclone Warning Signal No. 3 or above; or Red / Black Rainstorm Signal; or “Extreme Conditions” (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
- 2) Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Signal; or “Extreme Conditions” (For secondary schools / tertiary institutions / similar organisations)
- 3) Education Bureau has announced class suspension. (For kindergartens / primary schools / secondary and special schools)

Guided tour and in-house video show service will be conducted as scheduled:

When the following announcement / signal is **lowered 3 hours before the tour is scheduled to begin:**

- 1) Tropical Cyclone Warning Signal No. 3; or Red / Black Rainstorm Signal; or “Extreme Conditions” (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
- 2) Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Signal; or “Extreme Conditions” (For secondary schools / tertiary institutions / similar organisations)

Organisations should keep the admission letter and contact our Education Activities Unit at 2724 9080 for rearrangement.

For enquiries, please contact us at 2724 9080.

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 (Docent) by post to Hong Kong Museum of History, 100 Chatham Road South, Tsim Sha Tsui, Kowloon, or by calling 2724 9020.