



三棟屋博物館
團體導賞服務申請表格
Sam Tung Uk Museum

申請編號 Application No. _____

Application Form For Guided Tour Service for Group Visit

電話預約 / 查詢 Telephone Booking / Enquiries: 2411 2001

傳真 Fax : 2413 9271

(填寫此表格前請先閱讀申請須知 Please read the Notes on Application before filling in this form)

學校/團體名稱 Name of School/Organisation: _____	
學校/團體地址 Address of School/Organisation: _____	
博物館於星期一、三、四及五提供團體導賞服務（公眾假期除外）。逢星期二休館。 Guided tour service is available on Monday, Wednesday, Thursday and Friday (except public holidays). The museum closes on Tuesday.	
參觀日期 Date of Visit: _____ (第一選擇 1st Choice) (第二選擇 2nd Choice) (如適用 If applicable)	
參觀時間 Time of Visit: _____	
參觀人數 No. of Visitors: _____	
年級/年齡 Class/Age: _____	
聯絡人 Contact Person: _____	
聯絡電話 Contact Telephone No.: _____	
傳真號碼 Fax No.: _____	
茲證明上述資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。I hereby certify that all the information given on this form is correct and complete, and I have read and understood the Notes on Application.	
校長/機構負責人姓名 Name of the Principal / Authorized Office (in Block Letters)	學校/團體印鑑 School/ Organisation Chop:
簽署 Signature	
日期 Date	

三棟屋博物館

團體導賞服務申請須知

1. 凡在香港註冊的幼稚園、小學、中學、專上學院、大學、註冊慈善及非牟利團體均可申請此項服務。慈善及非牟利團體於遞交申請時，請附上有關之證明文件副本以證明其慈善性質或非牟利性質（見第2項條款）。證書副本必須由團體負責人正式簽署，連同團體蓋印，以示真確。
2. 香港註冊的非牟利機構及註冊慈善團體；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。申請時須附上以下其中一項證明文件副本：
 - (a) 稅務署依據稅務條例第88條發出之信件；或
 - (b) 香港政府憲報所列之註冊慈善團體名單；或
 - (c) 社會福利署所發出之信件證明該團體為政府資助的團體；或
 - (d) 該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。
3. 香港註冊的幼稚園、小學、中學、專上學院、大學；博物館有權要求學校遞交有關證明文件的副本，以便核實其申請資格。
4. 申請程序
 - (a) 博物館將根據先到先得的原則處理申請。團體可在參觀日期前的三個月至兩星期，於辦公時間內（星期一至五：10:00am-12:45pm 及 2:00-5:00pm）致電 2411 2001 預約導賞服務，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，傳真（2413 9271）或郵寄至三棟屋博物館（郵寄地址：香港荃灣古屋里二號三棟屋博物館，信封面請註明「團體參觀」），以確定你的申請。申請人如未能如期遞交申請表及有關證明文件，其電話預約即自動取消。
 - (b) 如申請之參觀日期距致電預約的時間少於兩星期，其申請將不獲接納。關於導賞服務的申請、結果及各項安排，博物館擁有最終決定權。
 - (c) 如申請被接納，博物館會於參觀日期前最少一星期覆函作實，參觀團體必須於入場時出示該確認信。
5. 每組參加導賞服務人士以十至四十人為合。
6. 參加人數每二十人需有一位教師/申請團體所屬職員陪同。換句話說，人數如超過二十人，請依據參觀人數按比例安排教師/職員陪同。
7. 由於展廳面積有限，如參觀人數眾多，博物館或會安排參觀者分組，以及可能須在同一時間內參觀不同展廳。
8. 一般來說，整個參觀行程大約一小時。
9. 博物館於星期一、三、四及五提供團體導賞服務。星期六、日、公眾假期及每一個開放日中午十二時至二時及下午五時後不設團體導賞服務。本館逢星期二休息（公眾假期除外）。
10. 更改或取消預約導賞服務
申請表格內的資料如有變更，或取消預約導賞服務，請即與博物館職員聯絡。

11. 惡劣天氣安排

- (a) 如天文台懸掛八號或以上熱帶氣旋警告信號或發出黑色暴雨警告信號，博物館將會關閉，所有預約參觀服務亦會取消。
- (b) 如教育局發出取消學校上課的公佈，該天的預約學校參觀服務將會取消。
- (c) 如因上述情況而取消參觀活動的團體，請保留博物館發出的入場確認信及致電 2411 2001 與博物館職員聯絡，本館會因應情況安排參觀時間。

12. 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。申請表格內所提供的個人資料只作申請博物館導賞服務之用。閣下如要求查閱及更正有關的個人資料，請致電 2411 2001與博物館職員聯絡。

13. 如有任何查詢，請致電 2411 2001與博物館職員聯絡。

Sam Tung Uk Museum

Notes on Application for Guided Tour Service for Group Visit

1. All kindergartens, primary schools, secondary schools, post-secondary institutions, universities, charitable organisations and non-profit-making organisations registered in Hong Kong are eligible to apply. For registered charitable organisations and non-profit-making organisations, applicants need to submit copies of supporting documents identifying the charitable or non-profit-making nature of the organisation (see Note 2 below). These copies should be certified true by an authorised officer and stamped with the organisation's chop.

2. Charitable or non-profit-making organisations registered in Hong Kong: The organisation 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. The organisation is required to provide photocopies of one of the supporting documents as listed below:

- (a) Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
- (b) List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
- (c) Letter issued by the Social Welfare Department stating the organisation is government subvented; or
- (d) The organisation's 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 the dissolution of the organisation.

3. Kindergartens, primary / secondary schools, post-secondary institutions and universities registered in Hong Kong: If necessary, schools shall provide copies of supporting documents for verification of the eligibility.

4. Application Procedures

(a) The museum will arrange guided tour service on a first come first served basis. Applications for guided tour services can be made up to three (3) months in advance and must be made at least two (2) weeks before the proposed date of visit. Please call the museum during office hours (Mon – Fri: 10:00am-12:45pm & 2:00-5:00pm) for reservation first, then fax the duly completed form to Sam Tung Uk Museum (Fax no. 2413 9271) or mail the completed application form together with copies of supporting documents to the Sam Tung Uk Museum, 2 Kwu Uk Lane, Tsuen Wan, Hong Kong (please mark 'Group Visit' on the envelope), within one week after the telephone booking. Otherwise, the booking will be cancelled.

(b) Application made less than two weeks before the visit will not be considered. Tour arrangements and results of application are subject to the museum's final decision.

(c) Successful applicants will be notified in writing at least one week before the visit. Organisations shall present the confirmation letter upon admission.

5. The number of visitors in each group is limited to 10 to 40 persons.

6. One teacher/leader accompanies each group of 20 people is required. Please increase the number of teachers/leaders accompanying the group proportionately if the group is more than 20. If a group is very large, visitors may be divided into several smaller groups for the museum visit.

7. Because of the limited exhibition area, the museum may divide large groups into several smaller groups and may arrange for them to visit the galleries in a different order.

8. A tour will generally take around 1 hour.
9. The museum provides guided tour services for group visits on Monday, Wednesday, Thursday and Friday. Guided tour services are not available on Saturday, Sunday, public holidays and in the period of 12:00 noon to 2:00 p.m. and after 5:00 p.m. of each opening day. The museum closes on Tuesday (except public holidays).
10. How to reschedule/cancel your booking
Please notify the museum immediately if you need to make any alterations regarding your visit or to cancel it altogether.
11. Inclement Weather Arrangements
- (a) When tropical cyclone warning signal no. 8 or above is hoisted or black rainstorm warning signal is issued by the Hong Kong Observatory, the museum will be closed and all group visits and relevant services will be cancelled.
 - (b) School visits and relevant services will be cancelled in accordance with the announcement made by the Education Bureau.
 - (c) Under the above circumstances, organisations should keep the confirmation letter and contact our staff at 2411 2001 for rearrangement.
12. 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 the application form will be used only for the purpose of arranging museum guided tour services. Enquiries concerning the personal data collected in this form, including the request for access and corrections, should be addressed to the Sam Tung Uk Museum (Tel. 2411 2001).
13. For enquiries, please contact our staff at 2411 2001.