

團體導賞服務 Group Guided Tour
申請須知 Notes for Application

如要申請由賽馬會創意藝術中心（簡稱JCCAC）提供的團體導賞服務，請參考本「申請須知」後填妥申請表，連同有關資料向本中心提交申請。If you are interested to apply for the Group Guided Tour organised by Jockey Club Creative Arts Centre (JCCAC), please read these “Notes for Application” and submit the completed application form with the required supplementary information.

1. 以下資格團體可申請預約導賞服務：(a) 註冊學校；(b) 註冊慈善團體；或 (c) 註冊非牟利團體。
The following types of organisation are eligible to apply for group guided tour service: (a) registered school; (b) registered charitable organisation; or (c) registered non-profit-making organisation.
2. 為方便講解，每團人數最少 20 人，最多 40 人。For practical reasons, each group is limited to **minimum 20 to, maximum 40 persons**.
3. 申請導賞服務須於最少一個月前向JCCAC 提交申請。一般提供導賞服務時間為星期一至五（上午 10 時 30 分至下午 1 時或下午 2 時至 4 時），星期六及公眾假期要視乎能否作個別情況的特別安排。
Application to request guided tour service must reach JCCAC **one month in advance**. In general, **guided tour is available Mondays to Fridays (10:30am to 1pm or 2pm to 4pm)**. For guided tours on Saturdays and public holidays, special arrangement will be considered case by case.
4. JCCAC 將按先到先得的方式處理申請。JCCAC 並保留最終決定權，決定是否提供導賞服務及決定任何導賞服務的具體安排和細節。Applications will be processed on a first-come-first-served basis. Whether or not guided tour service can be offered for any application is at the sole discretion of JCCAC. JCCAC reserves the right to decide the content and arrangement related to any guided tour service offered.
5. 慈善或非牟利團體須在填妥的申請表上蓋章，並附上註冊文件副本以證明其資格合適。Charitable or non-profit-making organisation must affix its official chop on the completed application form and submit a copy of its registration document to proof eligibility.
6. 導賞服務整長約 45 分鐘。如有任何參觀者行為不當，例如（但不限於）破壞展品或滋擾他人，JCCAC 有權終止有關導賞服務並要求有關參觀者即時離場。Guided tours generally last around 45 minutes. JCCAC reserves the right to terminate the guided tour and ask the visitor to immediately leave the premises if the visitor's behaviour is found to be inappropriate, such as (but is not limited to) tempering with the exhibits or causing nuisance to other people.
7. 若三號或以上颱風，或紅色 / 黑色暴雨警告生效，所有導賞服務將被取消而不作另行通知。受影響的團體可致電下列聯絡職員安排改期。When typhoon signal no.3 or above or the red / black rainstorm warning is hoisted, all guided tours will be cancelled without further notice. Please call our contact staff below to re-schedule..
8. JCCAC 每日（除農曆年初一至初三）上午 10 時至晚上 10 時對外開放。除機構探訪或合資格團體需導賞服務外，公眾可自由參觀而不用預約。個別公眾人士如有興趣參觀藝術工作室，可報名參加於「手作市集」或「JCCAC 藝術節」期間舉辦的公眾導賞團。有關詳情請留意 JCCAC 網站最新消息。JCCAC is open to the public from 10am to 10pm daily, except during the Chinese New Year holidays. No appointment is required except for official visits or guided tours. For individuals interested to visit arts studios, please register to join in public guided tour groups during JCCAC Handicraft Fair or JCCA Festival. For details please check the latest news from JCCAC website.
9. 如有任何查詢，歡迎聯絡本中心項目主任鄭小姐（電話：2319 2173）。遞交填妥的申請表，請傳真：**2319 1643 或電郵：amycheng@hkbu.edu.hk**。For enquiries, please contact our Programme Officer Ms. Cheng(tel: 23192173). **To submit application, please fax: 2319 1643 or email: amycheng@hkbu.edu.hk.**

團體導賞服務 Group Guided Tour
申請表 Application Form

(只供註冊學校、慈善團體或非牟利團體填寫 Applicable to registered school, charitable organisation; or non-profit-making organisation)

申請者資料 Applicant information	
學校／團體名稱： Name of school/ organisation: _____	
團體性質：(請選擇一項) Nature of organisation: (Please choose one only)	
<input type="checkbox"/> 註冊學校：幼稚園／小學／中學／專上學院 Registered school: kindergarten/ primary school/ secondary school/ tertiary institution	
<input type="checkbox"/> 註冊慈善團體 Registered charitable organisation	
<input type="checkbox"/> 註冊非牟利團體 Registered non-profit-making organisation	
<input type="checkbox"/> 其他(請註明) Others (Please state): _____	
註冊地址： Registered address: _____	
活動負責人姓名： Name of officer-in-change: _____ (先生 Mr/女士 Ms/小姐 Miss)	
職位 Position: _____	
電話 Tel: _____ 傳真 Fax: _____ 電郵 Email: _____	
導賞服務資料 Guided Tour information	
擬參觀日期： Preferred date of visit: _____	擬參觀時間： Preferred time: _____
請說明有興趣參觀原因： Please state reason(s) for interest in visiting:	
語言選擇 Preferred language: <input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Putonghua	
參觀者資料 Participants information	
A) 參觀者人數 No. of participants (excluding leaders): _____	人 pax
B) 隨行領隊(如老師、職員)數目 No. of leaders (e.g. teacher, staff): _____	人 pax
參觀團體總人數(A+B) Total no. of participants (A+B): _____	人 pax
參觀者年齡組別／年級(如屬學校) Age group/ class (for school) of participants: _____	
參觀者特殊需要(如有請註明): Special needs of participants (please state if any): _____	
如未能安排導賞服務，會否自行參觀？ If guided tour cannot be arranged, will you visit JCCAC on your own?	
<input type="checkbox"/> 是，會自行參觀 Yes, will visit on our own <input type="checkbox"/> 否，會取消行程 No, we will cancel this visit	

本人已閱讀、明白及同意接受 JCCAC 團體導賞服務之「申請須知」內容。本人茲證明申請表上填寫的資料正確無誤。I understand and agree to abide by the "Notes for Application" stipulated for the JCCAC Group Guided Tour. The undersigned hereby confirms that all information provided for this application is correct.

學校／團體負責人姓名(正楷):
Name of authorised officer (in block letters): _____
職位 Position: _____
簽署 Signature: _____ 日期 Date: _____
團體印鑑 Official organisation stamp: _____

For Officer use

Application no.:	Received on:	Handled by:
<input type="checkbox"/> Approved (date of visit: _____)		<input type="checkbox"/> Rejected (reason: _____)