

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

如欲申請由賽馬會創意藝術中心（JCCAC / 中心）提供的團體導賞服務，請參考此「申請須知」後填妥申請表，連同其他所需資料向本中心提交申請。

If you are interested in applying for the Group Guided Tour organised by Jockey Club Creative Arts Centre (JCCAC / the Centre), please read this “Notes for Application” and submit the completed application form with the required supplementary information to the Centre.

1. 合資格申請導賞服務的團體包括：(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 the group guided tour service: (a) registered school, (b) registered charitable organisation or (c) registered non-profit-making organisation.
2. 每團人數最少 20 人，最多 40 人。
Each group is limited to a minimum of 20 persons and a maximum of 40 persons.
3. 申請團體須於最少一個月至最多三個月前向 JCCAC 提交申請。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 5 時）。
Applications must reach JCCAC at least one month or no more than three months before the tour date. Tours are available from Mondays to Fridays (10:30 am to 1 pm or 2 pm to 5 pm).
4. JCCAC 會以先到先得方式分配導賞團名額。JCCAC 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。
Places will be allocated 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 organisations must affix their official chop on the completed application form and submit a copy of its registration document to proof eligibility.
6. 每團導賞約 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。
Each guided tour generally lasts 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，或紅色或黑色暴雨警告生效，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在項8中提及的中心職員作改期安排。
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 mentioned in par. 8 below for rescheduling.
8. 如有任何查詢，歡迎致電2319 2512與本中心項目主任關小姐 聯絡。如欲遞交申請，請將填妥的申請表及其他所需資料電郵至 cherry_kwan@hkbu.edu.hk。
For enquiries, please contact our Programme Officer Ms. Cherry Kwan on 2319 2512. To submit application, please send the completed application form and required supplementary information by email to cherry_kwan@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 schools, charitable organisations or non-profit-making organisations only.

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 schools: 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) : _____	
聯絡地址 Address : _____	
活動負責人姓名 Name of person-in-charge : _____	
職位 Position : _____	
辦公室電話 Office no. : _____	手提電話 Mobile no. : _____
傳真號碼 Fax no. : _____	電郵地址 Email address : _____
導賞服務資料 Guided Tour information	
擬參觀日期及時間 Preferred visit dates and times :	
(第一選擇 First choice) _____	
(第二選擇 Second choice) _____	
(第三選擇 Third choice) _____	
閣下申請參加導賞的主要原因或期望 Please state the main reason or expectation of joining guided tour : _____	
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	
總人數 Total no. of attendees : _____	
隨行教師職員人數 No. of teachers / staff in the group : _____	
參觀者年齡 / 年級 (如屬學校) Age range / class (for school) of participant : _____	
參觀者如有特殊需要，請註明所需協 Please state if participants have any special need(s) : _____	

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 rules and regulations in "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 officer-in-charge

(in block letters) : _____

簽署 Signature : _____

職位 Position : _____

日期 Date : _____

團體印章 Organisation's chop :