



茶具文物館 Flagstaff House Museum of Tea Ware

導賞服務申請表 Application Form for Guided Tour

- 如欲查詢及預約，請於辦公時間內〔星期一至五：上午 9:00 – 1:00，下午 2:00 – 6:00〕致電與郭小姐 (2849 9604) / 高小姐 (2849 9604) 聯絡或把申請表傳真至 2810 0021。
For enquiries and bookings, please call Miss Kwok at 2849 9604 / Miss Ko at 2849 9605 (during office hours from Monday to Friday: 9:00 a.m. – 1:00 p.m., 2:00 p.m. – 6:00 p.m.) or fax the form to 2810 0021.
- 導賞服務只限於星期一、三、四、五全日及星期六早上 (公眾假期除外)。其他時段 (包括星期日及公眾假期) 不設導賞服務。
Guided Tour service is only available on Mondays, Wednesdays, Thursdays, Fridays and Saturday mornings (except public holidays). The service is not available at other time slots (including Sundays and public holidays).
- 本館於星期二 (公眾假期除外) 及農曆年初一至二休館。
The Museum closed on Tuesdays (except public holidays) and the first two days of the Chinese New Year.
- 填寫前請先閱讀附頁之申請須知。
Please read the Notes on Application attached before completing the form.

學校/團體名稱 Name of School / Organisation:

(註冊慈善團體或註冊非牟利機構請附上有關證明文件的副本。)

For registered charitable organisation or non-profit-making institution, please submit a copy of the supporting documents.)

學校/團體地址 Address:

負責老師/活動負責人:
Officer-in-Charge

聯絡電話 Telephone No.: _____ (辦公室 Office)
_____ (流動 Mobile)

傳真號碼 Fax No.: _____

參觀日期及時間 Date and time of visit:

日期 Date	時間 Time	人數(包括隨行領隊) No. of visitors (including leader)	年級/年歲 Class/Age

是否需要為殘疾人士作特別安排?

Any special request for visitors with disabilities?

需要 Yes (請註明 Please specify: _____)

不需要 No

請選擇擬參觀的展覽：

Please select the exhibition(s) to be attended:

1. 常設展覽：輕談淺說古今茶事 (導賞約 30–45 分鐘)
Permanent exhibition: **Let's Talk about Tea through the Ages** (The guided tour lasts for about 30–45 mins)
2. 專題展覽：陶瓷茶具創作展覽 2018 (導賞約 30–45 分鐘) (展期由 5.12.2018 – 2.12.2019)
Thematic exhibition: **2018 Tea Ware by Hong Kong Potters**
(The guided tour lasts for about 30–45 mins) (**Exhibition period from 5.12.2018 to 2.12.2019**)
3. 常設展覽：羅桂祥基金捐贈中國陶瓷、印章精選
(本展覽位於羅桂祥茶藝館一樓展覽廳。導賞約 30–45 分鐘)
Permanent exhibition: **Chinese Ceramics and Seals Donated by the K.S. Lo Foundation**
(This exhibition located at the 1/F of The K.S. Lo Gallery. The guided tour lasts for about 30–45 mins.)
4. 常設展覽：石語刀痕：香港印記
(本展覽位於羅桂祥茶藝館一樓展覽廳。導賞約 30–45 分鐘)
Permanent exhibition: **Calligraphy on Stone: Seal Carving in Hong Kong**
(This exhibition located at the 1/F of The K.S. Lo Gallery. The guided tour lasts for about 30–45 mins.)

茲證明上述資料正確無訛，並無遺漏。

校長 / 團體負責人姓名:

Name of Principal / Authorised Officer _____

簽署

Signature

日期

Date

學校 / 團體印鑑

School / Organisation Chop

The undersigned hereby certifies that the information given in this form is correct and complete.

申請須知

1. 導賞服務只提供予於幼稚園、小學、中學、特殊學校、專上學院、大學、註冊慈善及非牟利團體。
2. 導賞服務只限於星期一、三、四、五全日及星期六早上(公眾假期除外)。其他時段(包括星期日及公眾假期)不設導賞服務。
3. 申請須於參觀日期前三個月至三星期提出。由於名額有限，申請會以先到先得形式處理。
4. 導賞服務及錄像節目費用全免。導賞團每團人數為 15-25 人 (殘疾人士及長者團體最少 10 人可成團，包括陪同者)。導賞服務的安排視乎義務導賞員的出席情況而定。
5. 導賞服務申請如獲批准，本館將致函覆實。如在參觀日前一星期仍未收到參觀通知書，請致電向郭小姐 (2849 9604) / 高小姐 (2849 9605) 查詢。參觀團體須於入場時出示參觀通知書，否則本館職員有權取消預約之服務。
6. 本館發出參觀通知書後，申請人如欲更改參觀日期、時間或人數等，必須重新申請，並最少於預定參觀日期前三星期遞交申請表，以便館方有充裕時間重新安排。

申請方法

1. 申請人請先致電與郭小姐 (2849 9604) / 高小姐 (2849 9605) 預約參觀日期及時間，並於電話預約後一星期內將填妥的申請表及有關之證明文件(註冊慈善團體及非牟利機構適用)，郵寄至香港中區紅棉路十號茶具文物館助理館長收，信封面請註明「導賞團預約」字樣或傳真至 2810 0021；否則，已電話預約的服務會被自動取消。
2. 申請表必須由校長 / 機構負責人簽署，並蓋上學校 / 機構之印鑑。
3. 如申請人欠交資料，或未能附上有關證明文件，申請概不受理。

個人資料收集聲明

表格內所提供的資料只供本館作安排參觀之用。

Notes on Application

1. Guided tour services are provided to kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, universities, registered charitable organisations and non-profit-making organisations.
2. Guided tour service is only available on Mondays, Wednesdays, Thursdays, Fridays and Saturday mornings (except public holidays). The service is not available at other time slots (including Sundays and public holidays).
3. All applications should be made 3 months to 3 weeks before the date of visit. Owing to limited quotas, applications are processed on a first come first served basis.
4. Guided tour service and video programme are free of charge. Each guided tour admits 15-25 persons (For disabled and elderly organisations, a minimum of 10 persons, including the chaperone(s)) and will be arranged according to the availability of Museum volunteer docents.
5. Successful application will be confirmed in writing. If applicant does not receive the admission letter from the Museum one week before the date of visit, please contact Miss Kwok at 2849 9604 / Miss Ko at 2849 9605. Applicant has to present the admission letter upon arrival for verification or the Museum reserves the right to cancel the service accordingly.
6. New application is required for any change of the date and time of visit, the number of visitors and / or other services applied. New application form should be submitted at least three weeks before the date of visit to allow sufficient time for new arrangement by the Museum.

Application Procedures

1. Applicant should first make a telephone booking with Miss Kwok at 2849 9604 / Miss Ko at 2849 9604 for the date and time of the visit and forward the completed application form together with the certified copy of the supporting documents (applicable to registered charitable organisation and non-profit-making institution) to Miss Kwok / Miss Ko within one week after the telephone booking, otherwise, the booking will be cancelled automatically. Applicant may send the application form by fax (2810 0021) or by mail to the Assistant Curator, Flagstaff House Museum of Tea Ware, 10 Cotton Tree Drive, Central, Hong Kong and marked "Docent Booking" on the envelope.
2. Application form should be duly endorsed by the Principal or the Authorised Officer of the organisation together with the school / organisation chop.
3. Incomplete application form or application without relevant supporting documents will not be accepted.

Personal Data Collection Statement

The personal data provided in this form will only be used for the arrangement of visits.