

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 – 5:45）致電與郭小姐（2849 9604）/ 黃小姐（2849 9605）聯絡。
For enquiries and bookings, please call Miss Kwok at 2849 9604 / Miss Fang at 2849 9605 (during office hours from Monday to Friday: 9:00 a.m. – 1:00 p.m., 2:00 p.m.–5:45 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 is 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.

團體資料 Group Information

學校或團體名稱 Name of School or 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 organisation, please submit a copy of the supporting documents.)

團體性質 Nature of School or Organisation:

(請在適當方格內“✓” Please “✓” as appropriate)

- ☐ 註冊幼稚園／小學／中學／專上學院／大學
Registered kindergarten／primary school／secondary school／post-secondary institution／university
- ☐ 註冊慈善團體／註冊非牟利機構
Registered charitable organisation／Registered non-profit-making organisation
- ☐ 獲民政事務總署各區民政事務處支持的真正非牟利地區團體
A bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department
- ☐ 註冊學校、慈善或非牟利團體，其服務對象為殘疾人士或長者
Registered school, or charitable or non-profit-making organisation serving people with disabilities or the elderly
- ☐ 其他（請註明，如政府部門）
Others (please specify, e.g. government department) _____

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.:

電郵 Email:

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

導賞服務 Guided Tour Service

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

語言選擇 Language Preferred

☐ 粵語 Cantonese

☐ 英語 English*

☐ 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?

☐ 是 Yes

☐ 否 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：香港藝術家對話系列：茶之形（導賞約 30–45 分鐘）
Thematic exhibition: **Hong Kong Artist Dialogue Series: Shape of Tea**
(The guided tour lasts for about 30–45 mins.)

聲明 Declaration

茲證明上述資料正確無訛，並無遺漏。

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

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

申請須知

1. 導賞服務只提供予幼稚園、小學、中學、特殊學校、專上學院、大學、註冊慈善或非牟利團體及獲民政事務總署各區民政事務處支持的真正非牟利地區團體。
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 人成團，包括陪同者)。導賞服務安排視乎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) / 黃小姐 (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) / 黃小姐 (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)，經以下方法遞交：
 - a. 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；
 - b. 傳真至 2810 0021；
 - c. 電郵至 fhmtw@lcsd.gov.hk若在電話預約後 7 日內未能收到申請表及資料，預約將會被取消。
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

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。申請人於表格內所提供之個人資料將會存檔於茶具文物館作記錄。申請人如欲查閱及更正本表格所收集之個人資料，請聯絡茶具文物館，電話：2849 9604 / 2849 9605。

Notes on Application

1. Guided tour services are provided to kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, universities, registered charitable or non-profit-making organisations and a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department.
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 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 Fang 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 Fang at 2849 9605 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 organisation) to Miss Kwok / Miss Fang within one week after the telephone booking. Otherwise, the booking will be cancelled automatically. Applicant may submit the application by:
 - a. 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.
 - b. fax to 2810 0021.
 - c. email to fhmtw@lcsd.gov.hk
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

You have the right to request access to, and to request correction of, the personal data in this form in accordance with Section 18, 22, and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The personal data collected in this form will be entered in the records of the Flagstaff House Museum of Tea Ware. Enquiries concerning the personal data collected in this form, including requests for access or corrections, should be addressed to the Flagstaff House Museum of Tea Ware (tel no: 2734 2103).

惡劣天氣的緊急安排

若天文台於導賞開始前 3 小時生效／發出：

- (i) 三號或以上熱帶氣旋警告信號；或紅／黑色暴雨警告信號已經生效（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用），或
- (ii) 八號或以上熱帶氣旋警告信號；或「極端情況」；或黑色暴雨警告信號已經生效（中學、大專及相類團體適用），或
- (iii) 教育局宣佈停課（幼稚園、小學、中學及特殊學校適用），**導賞將會取消。**

若天文台於導賞開始前 3 小時或更早除下：

- (i) 三號熱帶氣旋警告信號，或紅／黑色暴雨警告信號（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用），或
- (ii) 八號或以上熱帶氣旋警告信號或「極端情況」或黑色暴雨警告信號（中學、大專及相類團體適用），**導賞將如期舉行。**

如有查詢，請致電 2869 0690。

Special Arrangements during bad weather

Guided tours will be cancelled:

When any of the following signals is issued by the Hong Kong Observatory and is still in force 3 hours before the tour is scheduled to begin:

- (i) Tropical Cyclone Warning Signal No. 3 or above; or Red / Black Rainstorm Signal (for kindergartens, primary schools, special schools, child centres, centres for the elderly or similar organisations)
- (ii) Tropical Cyclone Warning Signal No. 8 or above; or "Extreme Conditions"; or Black Rainstorm Signal (for secondary schools, tertiary institutions or similar organisations)
- (i) If the Education Bureau has announced class suspensions (for kindergartens, and primary, secondary and special schools)

Guided tours will be conducted as scheduled:

When the following signals are lowered by the Hong Kong Observatory 3 hours before the tour is scheduled to begin:

- (i) Tropical Cyclone Warning Signal No. 3; or Red / Black Rainstorm Signal (for kindergartens, primary schools, special schools, child centres, centres for the elderly or similar organisations)
- (ii) Tropical Cyclone Warning Signal No. 8 or above; or "Extreme Conditions"; or Black Rainstorm Signal (for secondary schools, tertiary institutions or similar organisations)

For enquiries, please contact us at 2869 0690