



香港青年協會
the hongkong federation of youth groups

此欄供本館填寫 For Museum Use Only	
接收申請表日期 Application received on	<input type="checkbox"/> 接受 Accepted <input type="checkbox"/> 拒絕 Rejected
簽署 Signature	日期 Date
備註 Remarks	

青協博物館 參觀申請表 HKFYG Museum Visit Application Form

填寫前請先閱讀申請須知。 Please read the Notes on Application before filling in this form.

參觀人士/團體 Name of Individual / Organisation _____

團體地址 Organisation Address _____

*請提供有關證明文件副本 *Please include a certified copy of the supporting document

負責人
Person-in-Charge _____

電郵地址
Email _____

聯絡電話
Tel _____

傳真號碼
Fax _____

隨行領隊
Group Leader _____

身份證號碼
Personal ID Card Number _____

手提電話
Mobile _____

班級(學校適用)
Class (For Schools) _____

參觀人數
Number of Visitors _____

參觀日期及時間 Date and Time of Visit

_____年 year _____月 month _____日 day (星期三 Wednesday)

請註明參觀時間 Please specify time _____

聲明 Declaration

茲證明上述資料均正確無訛，並無遺漏，並願意遵守有關注意事項。

The undersigned hereby certifies that all the information given on this form is correct and complete, and agrees to abide by the notes on application.

團體印鑑
Organisation Chop _____

簽名
Signature _____

日期
Date _____

請將本表填妥及交回 Please submit the completed form to:

地址 香港北角百福道21號香港青年協會大廈21樓

Address 21/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong

電話 Tel (852) 3755 7103 傳真 Fax (852) 3755 7155

電郵 Email partnership@hkfyg.org.hk 網址 Web museum.hkfyg.org.hk

申請須知

- 由2015年2月起，可供團體預約參觀的時間為每月首個星期三（上午10時至中午12時；下午2時至4時），公眾假期除外。所有團體代表必須提供身份證號碼作登記用途。個別人士恕不招待。
From year 2015 February onwards, the first Wednesday of every month (10:00 am – 12:00 nn; 2:00 pm – 4:00 pm) is available for group visit appointment (public holidays exclusive). All group representatives are required to provide personal ID card number for registration. Individual visitors will not be admitted.
 - 申請團體必須為註冊學校、註冊非牟利機構、政府部門及根據其他法例註冊的公司或團體。
The group applicant should be registered schools, non-profit making, government departments and those under the Societies Ordinance or the Companies Ordinance.
 - 參觀及借用錄音導賞的費用全免。
Visiting the museum and use of audio guide is free of charge.
 - 參觀團體人數以3至45人為限。為維持參觀團體的秩序，請安排足夠的隨行領隊。學校團體須安排至少一名18歲或以上人士作隨行領隊。
The number of visitors is limited to 3 – 45 per group, including teachers or leaders for efficient disciplinary control. Each group from school should be accompanied by at least one teacher / leader aged 18 or above.
 - 填妥的申請表須於參觀日期前最少兩星期將交回本館，否則申請可能不獲接納。
Please submit the completed application form to the Museum at least two weeks before the visit, otherwise it will not be considered.
 - 申請表內的資料如有變更，請於參觀日期前至少三天通知本館，以便作適當安排。
Should there be any alterations, please inform the Museum at least three days before the date of visit.
 - 申請接受與否，本館保留最終決定權。
Approval for the application is subject to the Museum's final decision.
 - 請準時到達本館，以免影響當日的參觀安排；如遲到超過30分鐘，所預約的參觀或會被取消。
In order not to affect the visiting schedule and other arrangements on the day, please arrive at the Museum on time. The visit may be cancelled if the group is late for more than 30 minutes.
 - 本館內禁止吸煙、飲食、喧嘩及進行未經許可的拍攝和錄音。
Smoking, eating, making excessive noises or unauthorised photo-taking and recording (except those with prior written permission) are prohibited within the area of the Museum.
 - 本館不設衣帽間，請勿攜帶大型物品進入本館。
There is no cloakroom in the Museum. Please do not bring along bulky items to the Museum.
 - 本館不設停車場車位。旅遊車可於香港青年協會大廈地下的模範里入口上落客。
No parking spaces are available at the Museum. Coaches can drop off and pick up visiting groups at the Model Lane entrance on the Ground Floor of the Hong Kong Federation of Youth Groups Building.
 - 惡劣天氣特別安排：
 - 活動開始前3小時懸掛八號或以上颱風信號，或黑色暴雨警告信號已經生效：
活動取消；不論信號於何時除下，該日未舉行的活動亦將全部取消。
 - 活動進行時懸掛三號颱風信號或發出紅色/黑色暴雨警告信號：活動繼續進行。
 - 活動進行時懸掛八號或以上颱風信號：活動即告取消。如因上述情況而取消參觀，請與本館聯絡以重新安排參觀時間。
- Special Arrangements Under Inclement Weather Conditions:
- Typhoon Signal No.8 or above is hoisted or Black Rainstorm Warning is issued 3 hours before the activities begin:*
Activities will be cancelled, including those scheduled to take place after the signal/warning has been lowered.
 - Typhoon Signal No.3 is hoisted or Red/Black Rainstorm Warning is issued during the activities:* Activities will continue.
 - Typhoon Signal No.8 or above is hoisted during the activities:* Activities will be cancelled immediately.
- Under the above circumstances, applicants should contact the Museum for rearrangement.
- 參觀博物館期間，本館可能進行拍攝，拍攝之相片或攝影之影帶，用作本館內部紀錄及查閱，或在取得有關團體的同意後作公開宣傳之用。
The Museum may take photos or videos during the visit for internal use. They will only be used for promotional purpose only with the concerned group's consent.
 - 如參觀者於本館範圍內有任何不恰當的行為，例如破壞展品或騷擾其他參觀者，本館職員有權制止，並要求參觀者即時離開。
The Museum staff reserve the right to stop any improper behaviours, for example destroying exhibits or disturbing other visitors, and request the concerned visitors to leave immediately.
 - 如參觀者損毀任何展品、場地設施或錄音導賞器材，本館保留追究責任權利。
The Museum reserves the right to claim compensation for any loss or damage to the exhibits, facilities and audio guides caused by visitors.
 - 申請人如需查詢或更改其個人資料，可致電 3755 7103或電郵至 partnership@hkfyg.org.hk 與本館聯絡。申請人提供之個人資料將用作參與活動的管理用途、簽發收據、與閣下保持聯繫，包括提供本會及聯繫組織的最新活動及服務資訊、產品推廣、定期通訊、籌募善款、進行研究/分析/統計、收集意見，及其他配合本會宗旨及使命的事項。如不擬收取上述郵件，請與本館聯絡或在以下方格內加「✓」號後交回本館

本人不欲收取任何香港青年協會上述郵件。

For inquiry or updating your personal data, please contact the Museum at 3755 7103 or via partnership@hkfyg.org.hk. Your personal data will be used for the management of different programmes and activities and the issuance of receipts. In addition, the above data would be used to facilitate our communication with you, including the dissemination of information related to the news, activities, services of the Federation and its affiliated organisations, the promotion of products, the distribution of newsletter and updates, holding fund raising events, conduct research / analysis / statistics compilation, user feedback and any other initiatives in relation to the aims and objectives of the Federation. If you do not wish to receive such materials, please contact the Museum or check the box below

I do not wish to receive any promotion materials from The Hong Kong Federation of Youth Groups as specified above.