

團體參觀申請表 Group Visit Application Form

Enquiry 查詢電話 : 2549 5123 Fax 傳真號碼 : 2559 9458

**Please read Notes on Application before completing the Form 請先詳細閱讀〈申請須知〉**

Official Chop 團體承印

為方便電腦記錄，請以英文正楷填寫 Please fill this form with BLOCK letters

Name of organization : (English)	
團體名稱 : (中文)	
Address : 地址 (English)	
Person in charge 負責人姓名 : (English)	(中文)
Contact telephone : 聯絡電話	Fax : 傳真
Email : 電郵	
Number of visitors : 參觀人數	Age/Class : 年齡/班別
Number of supervising staff : 領隊人數	Total : 總人數
Has your organization ever visited our Museum 貴機構曾否參觀本館? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	

Date of visit/參觀日期 : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YY) (日/月/年)

Time of visit/參觀時間 (please select 請選擇):

10:00 – 11:15  11:45 – 1:00  2:00 – 3:15  3:45 – 5:00

**please contact the Museum staff for reservation before proceeding with your application**

**請在遞交表格前先與博物館職員聯絡預約參觀時間**

**導賞服務 Tour Guide**

- The service charge of a guided tour less than 30 persons is \$150. For 31-60 persons, we will charge \$300 for guided tour service. No tour guide will be provided for a tour of more than 60 persons. (Please reconfirm with the Museum staff for tour arrangements) 博物館會收取 30 人或以下團體的導賞費用 150 元，31 至 60 人導賞費用 300 元，61 人或以上不設導賞（有關參觀安排，請先與博物館職員聯絡）
- The guided tour is conducted in Cantonese 導賞服務會以粵語進行
- The tour will last for about 1 hour 導賞約需一小時

Do you need a tour guide 是次參觀是否需要導賞服務?  Yes 是  No 否

**付款 Payment**

Admission fee and tour service charge can be paid by cash or cheque (make payable to Hong Kong Museum of Medical Sciences Society) at the reception on the visiting day.

各團體可在參觀日在博物館接待處以現金或支票（抬頭填寫：香港醫學博物館學會）繳付入場費及導賞費

Date 填表日期: \_\_\_\_\_

Signature 負責人簽名: \_\_\_\_\_

**Official Use Only 本館專用**

Date received:

1. Application accepted\* / not accepted\*

2. Confirmed date of visit \_\_\_\_\_ Guide arranged \_\_\_\_\_

3. Letter of confirmation sent \_\_\_\_\_ Amendments \_\_\_\_\_

4. Authorized by \_\_\_\_\_

28/6/2010 Revised version

## **Notes on Guided Group Visit:**

### **Museum Opening Hours:**

Tuesdays – Saturdays 10:00am – 5:00pm

Sundays & public holidays 1:00pm - 5:00pm

Closed on Mondays, Christmas Day, New Year's Day and the first three days of the Lunar New Year. For Lunar New Year's Eve and Christmas Eve, it opens from 10:00am to 3:00pm

### **Admission Fee:** Adults: HK\$10.00

Children, Full-time students, seniors aged 60 or above, and persons with disability: HK\$5.00

For registered group with 20 persons or more, entrance fee for group leaders will be waived, 30%-discounted tickets will further be offered.

### **Docent Services Fee:**

The service charge of each tour guide (maximum 30 persons for a tour) is \$150, maximum two tours for each time section. Tour guide could be provided by the Museum from Tuesday to Friday, service on Saturday is negotiable.

**Payment:** Admission fee and tour service charge can be paid by cash or cheque (make payable to Hong Kong Museum of Medical Sciences Society ) on the day of visit at the reception.

### **Procedures:**

- 1. Phone the Museum office to reserve visit time slot and date, and arrange the guided tour.**
2. Return the completed application form to Hong Kong Museum of Medical Sciences by fax (852) 2559 9458. Application Form can be downloaded from the Museum website or obtained from the Museum.
3. If the application is successful, a confirmation letter would be sent to the applicant. If no reply is received from the Museum one week before the date of visit, please contact the Museum immediately.
4. Application for group visits can be made 3 months in advance preferably 4 weeks before the date of visit. Visits will be arranged on a first-come-first-served basis.
5. Please inform the Museum of any amendments as soon as possible. Telephone: (852) 2549 5123

## **團體參觀申請須知:**

### **博物館開放時間:**

星期二至星期六 上午十時至下午五時正 星期日及公眾假期 下午一時至五時

逢星期一、元旦、農曆年初一至年初三及聖誕日休息。聖誕前夕及農曆除夕開放時間為上午十時至下午三時正。

### **入場收費:**

成人: HK\$10.00 小童、全日制學生、六十歲以上長者或傷殘人士: HK\$5.00

預約參觀團體人數達二十人以上, 除領隊免收入場費外, 另可享有七折的入場優惠。

### **導賞收費:**

博物館會收取每團導賞費用 150 元 (每團人數上限 30 人), 每節時間最多容納兩團。預約導賞服務一般只在星期二至星期五提供, 星期六視情況而定。

### **繳費方式:**

各團體可在參觀日在博物館接待處以現金或支票 (抬頭請注明: 香港醫學博物館學會) 繳付入場費用及導賞費用

### **申請手續:**

- 一. 團體參觀請先聯絡博物館職員查詢及預約參觀日期及時間、確認有關團體參觀的導賞服務安排和服務費用。**
- 二. 請將填妥的申請表傳真至 2559 9458。申請表格可向本館索取, 或於本館網頁下載
- 三. 如申請被接納, 本館將致函申請人以確定。如於參觀日期前一星期仍未接獲本館書面回覆, 請即與本館聯絡。
- 四. 申請以先到先得的形式安排, 參觀團體請於參觀前四個星期至三個月內提出申請。
- 五. 如要更改申請資料, 請即通知本館。電話: (852) 2549 5123