

「3D 針灸銅人展覽」團體導賞申請表 “3D Acuman” Group Guided Tour Application Form
 團體導賞：2020 年 10 月 27 日 至 2021 年 3 月 31 日（只限星期二至星期五）
 Group Guided Tour: October 27, 2020 to March 31, 2021 (Tuesday to Friday only)

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	Mobile(for on-day contact) : 手提電話(當日聯絡使用)
Email : 電郵	Fax : 傳真
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): 10:30 – 11:30 15:00 – 16:00

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

*If the physical guided tour needs to be suspended due to special circumstances beyond the control of the museum, an **online virtual tour** will be arranged to replace it.

*若發生博物館不能控制之特殊狀況而需要暫停實體導賞，已預約的團體導賞將改為安排 **網上虛擬導賞**。

導賞服務 Guided Tours

- The guided tour is conducted in **Cantonese** 導賞服務會以**粵語**進行
- The tour will last for about 60 minutes, including an introductory video 導賞約需六十分鐘，包括短片簡介。
- The docent fee of a guided tour for up to 25 persons is \$200. For 26-50 persons, participants will be divided into 2 groups and charged \$400. For a tour of more than 50 persons, guided tour arrangement will be subject to negotiation. (Please reconfirm with the Museum staff for tour arrangements) 博物館會收取 25 人或以下團體的導賞費用 200 元，26 至 50 人團體將會安排兩組導賞，導賞費用共 400 元，51 人或以上導賞服務視情況而定。(有關參觀安排，請先與博物館職員聯絡)

付款 Payment

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

支票抬頭請填寫：香港醫學博物館學會（入場費及導賞費的付款詳情，請參閱《團體參觀申請須知》）

Date 填表日期: _____

Signature 負責人簽名: _____

Official Use Only 本館専用

Date received:

Application accepted* / not accepted*

Confirmed date of visit _____

Guide arranged _____

Amendments _____

Authorized by _____

Notes on 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

Charges:

Admission Fee:

Adults: HK\$20.00

Concession: HK\$10.00 (for children, full-time students, seniors aged 60 or above, and persons with disability)

For registered group (with 15 persons or more) which can settle payment 7 working days prior to date of visit (date of post stamp), entrance fee for group leaders will be waived, 30%-discounted tickets will further be offered.

Docent Service Fee:

The docent fee for each guided tour (maximum 25 persons for a group) is \$200, maximum 2 groups for each session (except by special arrangement). Docent services are provided by the Museum from Tuesday to Friday. Service on Saturday is negotiable.

Payment:

1. Admission fee and docent service fee can be paid by cheque (make payable to Hong Kong Museum of Medical Sciences Society) and sent to 2 Caine Lane, Mid-levels, Hong Kong by post or by hand., or
2. Bank in to our Hang Seng Bank account no. 267-253862-668 and send the receipt to us by fax at 2559 9458, or
3. Pay cash by hand. (Please do not pay cash by post)

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 (www.hkmms.org.hk) or obtained from the Museum.
3. If the application is successful, a confirmation notice 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
6. All matters and disputes will be subject to the final decision of the Museum office. In case of any discrepancy between the English and Chinese versions of these terms and conditions, the English version shall prevail.

Inclement weather special arrangement:

1. Tropical Cyclone Warning Signal No. 3 or above or Black Rainstorm Signal is still hoisted at 8:00am, visits arranged in the morning (between 10:00am to 1:00pm) will be cancelled.
2. Tropical Cyclone Warning Signal No. 3 or above or Black Rainstorm Signal is still hoisted at 12:00pm, visits arranged in the afternoon (between 2:00pm to 5:00pm) will be cancelled.
3. Arrangements can be made for visits cancelled owing to inclement weather. The Museum office will do its utmost to reschedule the visit to a mutually agreeable date / time.

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 下午一時至五時正

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。

收費：

入場費 成人：HK\$20.00

優惠：HK\$10.00 (小童、全日制學生、六十歲或以上長者及傷殘人士)

預約參觀團體人數達十五人以上，並於參觀日期前 7 個工作天完成繳費手續（以郵戳為準），可享七折入場費優惠，領隊更可豁免入場收費。

導賞費

博物館會收取每組導賞費用 200 元（每團人數上限 25 人），每節時間最多容納兩組（特別安排除外）。

預約導賞服務只在星期二至星期五提供，星期六視情況而定。

繳費方式：

- 一. 請將劃線支票郵寄或遞交至香港醫學博物館（地址：香港上環半山區堅巷 2 號），支票抬頭請註明：**香港醫學博物館學會**；或
- 二. 將款項存入以下銀行帳戶：恆生銀行：267-253862-668，及後請將銀行存款收據傳真至 2559 9458；或
- 三. 親臨本館以現金繳付入場費及導賞費（請勿郵寄現金）。

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（www.hkmms.org.hk）。
- 三. 如申請被接納，本館將以書面確認申請。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。
- 六. 如有任何爭議，本館擁有最終決定權。本申請程序及一般條款之中、英文版本之內容如有歧異，一概以英文版本為準。

惡劣天氣特別安排：

- 一. 如於參觀當日上午八時正懸掛三號或以上風球或黑色暴雨警告，安排於早上十時正至下午一時正之參觀將會取消。
- 二. 如於參觀當日中午十二時正懸掛三號或以上風球或黑色暴雨警告，安排於下午二時正至五時正之參觀將會取消。
- 三. 因天氣關係而被取消之參觀，本館將在可行情況下，另行安排參觀時間。