

請將填妥的表格電郵、傳真或郵寄至東華三院文物館。如經電郵或傳真申請，請不要再寄回表格，以免重複。

Please return the completed form to the Tung Wah Museum by email, by fax or by mail.

For application by email or fax, please do not submit application by mail again to avoid duplication.

本館開放時間：星期一至星期六上午十時至下午六時（星期日及公眾假期休館）

Museum Opening Hours: Mondays to Saturdays 10:00 a.m. to 6:00 p.m. (Closed on Sundays and Public Holidays)

地址 Address :

九龍窩打老道 25 號廣華醫院

Kwong Wah Hospital, 25 Waterloo Road, Kowloon

電話 Tel No. : 2770 0867

傳真 Fax No.: 2781 2492

電郵 Email address: museum@tungwah.org.hk

團體導賞服務申請表格 Application Form for Group Guided Tour Service

* 請填寫所有欄目 Please complete all sections

第一部分：申請人資料

Section 1 : Applicant's Information

團體名稱

Name of organization (中文) _____ (English) _____

地址

Address _____

申請人姓名

Name of applicant _____

職位

(Position) _____

聯絡電話 / 傳真號碼

辦公室

手提

傳真

Contact no. / Fax no. (Office) _____ (Mobile) _____ (Fax) _____

第二部分：預約資料

Section 2 : Booking Information

參觀日期

Date of visit _____

時間

Time of visit _____

參觀人數（最少 15 人）

No. of visitors (Minimum 15 persons) _____

同行職員/老師人數

No. of accompanying staff /teacher _____

團體導賞服務

粵語 Cantonese

Group guided tour service

普通話 Putonghua

英語 English

* 中學生導賞計劃（只提供粵語導賞服務）：

星期一至星期五上午十時至下午一時及下午二時至六時

星期六及公眾假期恕不接受申請

中學生導賞計劃資料套

需要

（只提供中文版）

不需要

活動當日聯絡人姓名

Name of contact person _____

手提

(Mobile) _____

第三部分：聲明

Section 3 : Declaration

本人 _____ 已閱讀及同意遵守載於本表格第二頁的「申請須知」。

I _____ have read and agree to observe the Notes on Application printed on page 2 of this form.

申請人簽署

Applicant's signature _____

團體印鑑

Official seal _____

日期

Date _____

由東華三院文物館填寫 For Tung Wah Museum Only

接收申請表日期

Application received on _____

接受 Accepted

不接受 Not accepted

備註

Remarks _____

簽署

Signature _____

日期

Date _____

申請須知

Notes on Application

1. 請將填妥的表格電郵、傳真或郵寄至東華三院文物館。如經電郵或傳真申請，請不要再寄回表格，以免重複。
Please return the completed form to the Tung Wah Museum by email, by fax or by mail. For application by email or fax, please do not submit application by mail again to avoid duplication.

地址 Address : 九龍窩打老道 25 號廣華醫院
Kwong Wah Hospital, 25 Waterloo Road, Kowloon
電話 Tel No. : 2770 0867
傳真 Fax No.: 2781 2492
電郵 Email address: museum@tungwah.org.hk

2. 本館開放時間：星期一至星期六上午十時至下午六時（星期日及公眾假期休館）
Museum Opening Hours: Mondays to Saturdays 10:00 a.m. to 6:00 p.m. (Closed on Sundays and Public Holidays)
3. 建議每團人數為 15 人至 40 人。
Recommended group size is 15 to 40.
4. 為讓參觀流程順暢，請安排足夠的領隊或組長同行，建議領隊或組長與參觀人數比例在 1:20 之內。
Please maintain a leader and visitor ratio of 1:20 for smooth running of the visit.
5. 由於空間有限，文物館或會安排參觀者分組參觀展廳。
Visitors may be divided into groups to visit the exhibition rooms due to space constraints.
6. 團體導賞服務約為一小時。
Duration of the group guided tour is about an hour.
7. 申請人請於預定參觀日期前最少一星期把填妥的團體導賞服務申請表格傳遞至本館。申請將以先到先得方式處理。
Please forward the completed Application Form for Group Guided Tour Service to the museum at least 1 week before the proposed date of a visit. Application will be arranged on a first-come-first-served basis.
8. 團體導賞服務申請如獲批准，本館將以電郵或傳真確認。如距離預定參觀日期前三個工作天仍未接獲回覆，請與本館職員聯絡。
Successful application will be confirmed by email or fax. If no reply is received from the museum 3 working days before the proposed date of a visit, please contact our museum staff.
9. 如欲取消或更改團體導賞服務申請，請即與本館職員聯絡。
Please notify our museum immediately should you need to make any alterations or cancellation regarding your application for group guided tour service.
10. 本表格提供的個人資料只作安排團體導賞服務用途。
The personal data provided in this form will only be used for the purpose of arranging group guided tour service.
11. 關於團體導賞服務申請，本館擁有最終決定權。
Approval for the application of group guided tour service is subject to the museum's final decision.