

東華三院文物館
Tung Wah Museum

申請編號

Application No.: /

地址：九龍窩打老道25號廣華醫院 Address: Kwong Wah Hospital, 25 Waterloo Road, Kowloon

查詢電話 For enquiries: 2770 0867

傳真號碼 Fax No.: 2781 2492

團體參觀申請表

Application Form for Group Visit

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

團體名稱

Name of Organization

(中文)

(英文)

地址

Address

聯絡人

Contact person

聯絡電話 / 傳真號碼

Contact No. / Fax No.

辦公室

(Office)

手提

(Mobile)

傳真

(Fax)

擬參觀日期及時間

Intended Date & Time of Visit

參觀人數

No. of Visitors

導賞服務

Guided Tour Service

☐

需要

Required

☐

不需要

Not required

選擇語言

Language preferred

☐

粵語

Cantonese

☐

普通話

Putonghua

☐

英語

English

負責人姓名

Name of Officer-in-charge

簽署

Signature

團體印監

Official Seal

日期

Date

*請把填妥的表格傳真至東華三院文物館。(傳真號碼：2781 2492)

Please complete and return this form by fax to Tung Wah Museum. (Fax No.: 2781 2492)

此欄僅供本館填寫 For the Museum Use Only

接收申請表日期

Application received on

接受

Accepted

☐

拒絕

Rejected

☐

備註

Remarks

簽署

Signature

日期

Date

申請須知 NOTES ON APPLICATION

1. 東華三院文物館
Tung Wah Museum

地址：九龍窩打老道 25 號廣華醫院
Address: Kwong Wah Hospital, 25 Waterloo Road, Kowloon

電話號碼 : 2770 0867
Telephone No.

傳真號碼 : 2781 2492
Fax No.

2. 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

Opening Hours: Mondays to Saturdays 10:00 a.m. to 6:00 p.m.
Closed on Sundays and public holidays

3. 導賞服務需時約半小時。

Duration for the guided tour is about half an hour.

4. 申請團體請於參觀日期前最少一星期把填妥的申請表格傳真至本館。如申請參觀日期距遞交申請表格時間少於一星期，申請將不獲接納。申請將以先到先得方式處理。

Please fax the completed application form to the Museum at least 1 week before the visit. Application which made less than 1 week before the visit will not be considered. Visits will be arranged on a first-come-first-served basis.

5. 導賞團每團人數不多於 40 人。

Each guided tour should not be more than 40 persons.

6. 為維持參觀團體的秩序，請安排足夠的隨行領隊或組長以互相照應，建議領隊或組長與參觀人數比例在 1:30 之內。

Please maintain a leader and visitor ratio of 1:30 for efficient disciplinary control.

7. 本表格提供的個人資料只作本館安排導賞服務用途，閣下在遞交表格後如需查閱或更正有關個人資料，請與本館職員聯絡。

The personal data provided in this form will only be used for the purpose of arranging museum guided tour service. For correction of or access to personal data after submission of this form, please contact the staff of the Museum.

8. 參觀申請如獲批准，本館將以傳真確認。如距離參觀日期前三個工作天仍未接獲回復，請與本館職員聯絡。

Successful application will be confirmed by fax. If no reply is received from the Museum 3 working days before the date of visit, please contact our Museum staff.

9. 關於參觀及導賞服務申請，本館擁有最終決定權。

Approval for the application is subject to the Museum's final decision.