



本館專用 Official Use Only  
Ref. No. \_\_\_\_\_

## 團體參觀申請表 Group Visit Booking Form

(請參閱申請須知並以英文大楷填寫 Please read the **Notes on Application** and complete in BLOCK LETTERS)

團體名稱 (中文)

Name of Organisation (English)

地址 (中文)

Address (English)

負責人姓名 (中文)

Name of Person-in-charge (English)

聯絡電話 Tel No. / 傳真號碼 Fax No.

電郵 E-mail :

參觀人數 (最少 15 人) : No. of Visitors (Min. 15 persons) :	
隨行領隊數目 (學校適用: 必須每 15 位學生提供 1 位隨行領隊) : No. of Group Leaders (For schools: 1 Group Leader per 15 students will be required) :	
級別 (學校適用) : Class/Grade (For schools) :	

	第一選擇 1st Choice	第二選擇 2nd Choice
擬定參觀日期 Preferred date of visit	1. ___/___/___ (日/月/年) (DD/MM/YY)	2. ___/___/___ (日/月/年) (DD/MM/YY)
擬定導賞時間 Preferred time of guided tour	精選導賞(45 分鐘) Selected Tour (45 mins) <input type="checkbox"/> 10:30 – 11:15 <input type="checkbox"/> 14:00 – 14:45 <input type="checkbox"/> 16:00 – 16:45	精選導賞(45 分鐘) Selected Tour (45 mins) <input type="checkbox"/> 10:30 – 11:15 <input type="checkbox"/> 14:00 – 14:45 <input type="checkbox"/> 16:00 – 16:45
擬定參觀時間 (自行參觀) Preferred time of visit (without guided tour)	請列明參觀時間 (開放時間: 10:00 – 18:00) Please state the time of visit (Opening hours: 10:00 – 18:00) _____ — _____	請列明參觀時間 (開放時間: 10:00 – 18:00) Please state the time of visit (Opening hours: 10:00 – 18:00) _____ — _____

請選擇導賞服務語言:

Please select the preferred language of the tour

廣東話

Cantonese

英語

English

普通話

Putonghua

請略述是次參觀的主要目的及其他需要：

Please briefly state the purpose of this visit and any special requests if needed:

## 申請須知 Notes on Application

1. 展館開放時間逢星期一至四為上午十時至下午六時；逢星期五、六、日及公眾假期為上午十時至下午七時；逢星期二休息(公眾假期除外)，農曆新年初一及初二休息。

The opening hour of the Gallery is from 10 am to 6 pm every Monday to Thursday, from 10 am to 7 pm every Friday to Sunday and public holidays; we are closed on Tuesday (except public holidays) and the first two days of the Chinese New Year.

2. 由於導賞團名額有限，申請將以先到先得形式辦理。團體可於參觀日三個月內及不少於十四天前提交申請。請先致電 3102 1242 查詢參觀日的預約情況，然後將填妥的申請表連同參觀者名單(如適用)，電郵 [booking@citygallery.gov.hk](mailto:booking@citygallery.gov.hk) 或傳真 3104 0129 至本館。本館會於收到申請表後七天內以電郵或傳真方式通知申請人申請的結果。

Due to limited quota for guided tours, application is processed on a first-come-first-served basis. Applications can be made up to **3 months in advance and must not be less than 14 days before the proposed date of visit**. Please call 3102 1242 to check the booking status first, then submit the duly completed form together with participant list (if applicable) to the Gallery by email [booking@citygallery.gov.hk](mailto:booking@citygallery.gov.hk) or by fax 3104 0129. The Gallery will notify the applicant the result of the application through email or fax within 7 days from the date of receiving the application form.

3. 導賞團以 15 至 30 人的小組形式進行。如出席的參觀人數不足 15 人，本館有權取消該次導賞服務。

Guided tour is conducted in a small group of 15 to 30 visitors. The Gallery reserves the right to cancel the guided tour service if the number of actual participants is less than 15.

4. 團體必須根據約定時間 10 分鐘前到達本館。本館有權取消遲到團體的導賞服務。

Visiting groups should arrive 10 minutes before the confirmed time of visit. The Gallery reserves the right to cancel the guided tour service of late comers.

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Application accepted / not accepted*	Date received: _____
	Remarks: _____
	_____
	_____
* Delete as appropriate	

展覽館地址：香港中環愛丁堡廣場 3 號

Gallery Address: 3 Edinburgh Place, Central, Hong Kong

電話號碼 Tel. No.: (852) 3102 1242 傳真號碼 Fax No.: (852) 3104 0129

電郵 E-mail: [booking@citygallery.gov.hk](mailto:booking@citygallery.gov.hk)

網址 Website: [www.citygallery.gov.hk](http://www.citygallery.gov.hk)