



請將填妥表格，傳真或寄回香港九龍尖沙咀東部科學館道二號香港科學館，信封面請註明「學校參觀」申請。
如經傳真申請，請不要再寄回表格，以免重覆。

查詢電話：(852) 2732 3220

傳真號碼：(852) 2311 2248

Please return the completed form by fax or by mail to Hong Kong Science Museum, 2 Science Museum Road, Tsim Sha Tsui East, Kowloon, Hong Kong, and mark 'Application for School Visit' on the envelope. For application by fax, please do not submit application by mail again to avoid duplication.

Enquiry Tel. No.: (852) 2732 3220

Fax No.: (852) 2311 2248

香港科學館
Hong Kong Science Museum
學校參觀申請表
School Visit Application Form

為方便電腦記錄，請以英文正楷填寫。For computer record, please complete the form in BLOCK LETTERS.

由學校填寫 To be completed by school

1. 上午校AM School 下午校PM School 全日制Whole Day School

2. 學校名稱School Name : _____
(中文in Chinese)

_____ (英文in English)

3. 學校地址School Address : _____

4. 負責老師姓名 (先生/太太/女士*)

Teacher's Name (Visit Co-ordinator) : (Mr/Mrs/Ms*) _____ (_____)
(*請刪去不適當部份) (英文in English) (中文in Chinese)

5. 電話

Tel. No. : _____

6. 傳真號碼

Fax No.: _____

7. 參觀學生人數

No. of Students : _____

8. 隨行老師及教職員數目

No. of Teachers and Teaching Staff: _____

9. 隨行工作人員 (如家長、義工等) 數目

No. of Helpers (e.g. parents, volunteers): _____

10. 總人數

Total No. of Visitors: _____

11. 班級

Class: _____

12. 申請參觀日期

Preferred Date of Visit: _____ / _____ / _____ (DD/MM/YY)

(日/月/年)

13. 申請參觀時間 (請參閱申請須知)

Preferred Time of Visit : (Please refer to Notes of Application.)

A. 上午參觀時間Morning Sessions
(10:00 am – 1:00 pm)

B. 下午參觀時間Afternoon Sessions
(2:00 pm – 5:00 pm)

14. 預計到館時間

Time of arrival: _____

15. 預計離館時間

Time of leaving: _____

此部份須由學校負責人，如校長、科主任等簽署

This part should be completed by the Authorized Officer of the school, e.g. the Principal, Subject teacher.

茲證明上述資料正確無訛，並無遺漏。The undersigned hereby certifies all information on this form is correct and complete.

校長 / 學校負責人姓名 (正楷) Name of the Principal / Authorized Officer (in Block Letters): _____

簽署

Signature: _____

日期

Date: _____

學校印鑑

School Official Seal: _____

申請須知

- 凡在香港註冊的幼稚園、小學、中學及專上學院均可申請參觀。館方在必要時會要求學校遞交有關證明文件的副本，以便核實其申請資格。
- 學校請按下列時間安排學校參觀：

	幼稚園、小學、中學及其他學校
上午時段：10 am - 1:00 pm	星期一至日（星期三、四及公眾假期除外） (所有時段將同時開放予公眾人士參觀)
下午時段：2 pm – 5:00 pm	

本館逢星期四、農曆年初一及初二休息，聖誕節前夕及農曆年除夕則於下午五時後休息。

- 在參觀時間內，我們會提供不同類型的活動供學生參與，詳情將於參觀前通知各學校。
- 凡師生人數達20人或以上及當中的學生人數不少於15人，將可獲豁免入場費用。如未足20人，教師和學生均須購票入場。
- 如實際參觀人數多於遞交申請時擬定的總人數，本館會對新增的參觀人士收取入場費用。
- 本館將按先到先得的方法處理申請。申請人可於擬定的參觀日期前兩星期至三個月作出申請(由該月的第一個工作日開始接受報名)。申請人請於辦公時間內(星期一至五：9 am – 1 pm 及 2 pm – 5 pm，公眾假期除外)致電2732 3220 預約申請，並於預約後一星期內將填妥的申請表格郵寄或傳真至本館。申請人如未能如期遞交申請表，其電話預約即自行取消。如申請之參觀日期距遞交申請表的時間少於兩星期，其申請將不獲接納。
- 申請如獲接納，本館會另函通知學校以確定參觀日期及安排。參觀團體須於入場時出示該確認覆函，否則本館有權取消已預約的服務。
- 申請表內的資料如有變更，請於參觀日期至少一星期前通知館方作出適當的安排。
- 如你於參觀日期三星期前仍未收到本館的回覆，請即致電2732 3220與本館職員聯絡。
- 關於各項申請，本館擁有絕對決定權。申請能否獲得批准，須視乎申請團體是否完全符合上述條件而定。如申請人不遵守以上規定或提供虛假資料，館方有權取消先前批准的申請。
- 透過本表格所提供的個人資料只作安排活動之用，並會存檔於本館作記錄。根據個人資料(私隱)條例第18及22條及附表1內第6項原則的規定，閣下有權要求查閱及改正本表格所載的個人資料。
- 倘對透過本表格收集的個人資料有任何查詢，包括有關查閱及改正資料的要求，請致電2732 3220與本館職員聯絡。

Notes of Application

- All kindergartens, primary schools, secondary schools and post-secondary institutes registered in Hong Kong are eligible to apply. When necessary, schools **are required to provide copies of supporting documents for verification of the eligibility.**
- Please arrange the school visit according to the following schedule:

	Kindergartens, primary, secondary and other schools
Morning session: 10 am - 1:00 pm	Mon to Sun (Except Wed, Thurs and public holidays) (All sessions will be opened to the public at the same time)
Afternoon session: 2 pm – 5:00 pm	

The Museum is closed on Thurs, the first two days of Lunar New Year and at 5 pm on Lunar New Year's Eve and Christmas Eve.

- School Programmes are provided to students, details would be sent out together with the confirmation letter.
- Admission fee will be waived for groups with **20 or more teachers and students, and at least 15 students among them**. For groups with visitors less than 20, teachers and students are required to pay for admission.
- If actual visitor number exceeds the number that has been requested, admission fees will be charged for additional participants.
- Visits will be arranged on a first come, first served basis. Application for school visits can be made through telephone booking at 2732 3220 during office hours (Monday to Friday: 9 am to 1 pm and 2 pm to 5 pm, except public holidays) **at least 2 weeks and at most 3 months** (from the first working day of the month) in advance before the date of visit. Please submit the completed application form to the Museum by mail or fax **within one week after the telephone booking**. Otherwise, the booking will be cancelled. Application made less than two weeks before the visit will not be considered.
- The Museum will confirm the visit with individual school **by letter** if the application is accepted. Please **present the Confirmation Letter upon admission**. Otherwise, the Museum reserves the right to cancel the visit and relevant services.
- Should there be any alterations, please inform us at least a week before the date of visit for necessary arrangement.
- If you do **not receive the reply from the Museum 3 weeks before the date of visit, please contact us at 2732 3220 immediately.**
- The Museum reserves the right to approve an application. All applications are approved subject to the applicants' absolute compliance with the above-mentioned criteria. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Museum reserves the right to withdraw the approval.
- The personal data provided in this form will be used solely for the applied activities and will be kept as record of the Museum. You have a right to request access and correction of personal data as stated in this form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
- For enquiries concerning the personal data collected in this form, including the request for access and/or amendments, please contact the Museum staff at 2732 3220.