

稻鄉飲食文化博物館 - 團體參觀申請表
Tao Heung Museum of Food Culture - Group Visit Application Form

註冊學校/ 政府部門/ 慈善團體/ 註冊非牟利機構 參觀申請

Group Visit Application for Registered Non-profit-making Organization / Registered Charitable Organization / School /

(請先閱讀申請須知 Please read the **Notes for Application** before completion)

機構名稱 Name of Organisation:	機構地址 Address of Organisation:
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機構性質 Nature of Organisation:

- ☐ 已註冊學校: 幼稚園 / 小學 / 中學 / 特殊學校 ☐ 已註冊慈善團體
Registered School: Kindergarten / Primary / Secondary / Special School Registered Charitable
- ☐ 已註冊非牟利機構/團體 ☐ 其他 _____
Registered Non-profit-making Others

申請人姓名: Name of Applicant:	聯絡電話: Telephone:	手提電話: Mobile:
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電郵地址: Email Address:	傳真號碼: Fax:
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參觀日期 Date of Visit	第一選擇 1 st Choice	____日____月____年 (星期____) (DD/MM/YYYY)	參觀時間 Time of Visit	由 From	至 To
	第二選擇 2 nd Choice	____日____月____年 (星期____) (DD/MM/YYYY)		由 From	至 To

*導賞語言: Guided Tour Language:	廣東話 / 普通話 Cantonese / Mandarin
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學生/成員人數: Number of Students / Members:	年級 (學校適用) / 年歲: Class (For School) / Age:
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老師/領隊數目: Number of Teachers / Leaders:	參觀總人數: Total Number of Participants:
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申請人簽署 Applicant's Signature	學校/機構印鑑 Authorised School / Organisation Chop	日期 Date
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為方便本館統籌, 請提供以下附加資料: Please provide the following additional information to facilitate our arrangement:

- 本學校 / 團體的參加者中有 _____ 位長者 / _____ 位殘疾人士 /。
The participants of our school / organization include _____ seniors / _____ disabled /.
- 若上述日期經已滿額, 本學校 / 團體 願意 / 不願意* 接受其他日期的安排。(*請刪去不適用者)
If the planned date of visit is unavailable, we will / will not * accept rescheduling to other dates

填妥之團體參觀申請表格, 敬請於所選的參觀日期至少一個月前以下列方法交回本館 :
Please return the completed application form to us by any of the following means. The form should be submitted **one month in advance of the intended date of visit**.

傳真 Fax: 3960 6011 或OR 電郵 Email: museum@taoheung.com.hk 或OR
郵寄 : 香港新界沙田火炭坳背灣街13號 (封面註明「申請參觀稻鄉飲食文化博物館」)
By post: 13 Au Pui Wan Street, Fo Tan, Shatin, New Territories, Hong Kong
(Please mark "Application for visit to the Tao Heung Museum of Food Culture" on the envelope)

為提高行政效率, 完成以上程序後, 請於一個工作天後致電3960 6010以確保表格已被收妥。
To enhance administrative efficiency, please call 3960 6010 on the next working day to confirm application is received.

團體參觀計劃 - 申請須知

Group Visit Scheme - Note for Application

1. 服務對象：註冊學校、政府部門、慈善團體註冊、非牟利機構及私人機構，尤以年齡及學習程度相若的學生/參加者為佳。

Target Groups: Registered schools, government departments, registered charities and non-profit-making organizations. Visitors are advised to form groups by age and level of learning.

2. 可預約參觀日期：星期二(農曆年初一、初二及初三休館)

Dates for Appointment: Available on every Tuesdays . Closed on Public Holidays and the first, second and third days of Lunar New Year.

可選擇時段 Timeslots Available:

	星期二 Tuesdays
第一節 1 st Session	9:30am- 10:45am
第二節 2 nd Session	11:00am - 12:15pm
第三節 3 rd Session	2:30pm - 3:45pm
第四節 4 th Session	4:00pm - 5:15pm

每節時間為 75 分鐘，包括 45 分鐘導賞及 30 分鐘自由參觀時間。

75 inutes per session, including 45 minutes guided tour and 30 minutes free visit.

3. 參觀人數：參觀人數上限為 **15-60** 人(包括老師/領隊)。每團必須安排兩位 18 歲以上人士/老師/領隊陪同。

Number of Visitors: The number of visitors is limited to **15-60**, including teachers or leaders. Each group should be accompanied by two persons aged 18 or above / teachers / leaders.

4. 費用 Admission: **免費 Free Admission**

5. 導賞語言：廣東話/普通話 Guided Tour Language: Cantonese/Mandarin

6. 博物館不設泊車 There is no car parks in museum area

7. 參觀博物館期間，本館可能進行拍攝，拍攝之相片或攝錄之影帶，只會用作本館內部查閱，將不作公開宣傳之用。 We may take photos or videos during the visit. The photos and recorded tapes are intended for internal use only and will not be distributed to the public.

確認申請程序 Application Process

1. 本館將按先到先得方法處理所有申請。合資格團體必須在參觀前一個月作出申請。
Applications are processed on a first-come-first-served basis. Eligible organizations should submit application **one month in advance of the intended date of visit.**
2. 請將已填妥的申請表格電郵至 museum@taoheung.com.hk 或 傳真至：3960 6011 或 郵寄至：新界沙田火炭坳背灣街 13 號，稻鄉飲食文化博物館。
Please return the completed application form by email to museum@taoheung.com.hk OR by fax to 3960 6011 OR by post to “Tao Heung Museum of Food Culture, 13 Au Pui Wan Street, Fo Tan, Shatin, N.T.”
3. 如有任何關於申請的爭議，本館保留最終決定權。
We reserve the right to make final decision in case of any disputes concerning the application.

參觀守則 Visiting Rules

1. 團體請於指定時間內準時到達博物館。
Please arrive on the specified time
2. 團體負責人必須維持其團體的秩序，請安排足夠數目的隨行領隊或工作人員以便照應。
Group leaders should maintain the order of their members. Please include adequate leaders or working staff to cater for the group.
3. 參觀者不可以在博物館範圍內吸煙、飲食及喧嘩。
Smoking, eating and making excessive noises are prohibited within the area of the Museum.
4. 若參觀者於博物館範圍內有任何不恰當的行為，例如破壞展品或騷擾其他參觀者，本館職員有權制止，並要求參觀者即時離開。
We reserve the right to stop visitors from performing improper behaviours, for example destroying exhibits or disturbing other visitors, and request the concerned visitors to leave immediately.

惡劣天氣特別安排 Special Arrangement under Inclement Weather Conditions

如天文台於活動舉行前兩小時或活動進行中發出以下訊號，本館將採取以下措施：

Special arrangement will be effective if the followings signals have been issued by the Observatory two hours before the visit or during the visit:

天氣訊號 Weather Condition	本館開放安排 Opening Arrangement	備註 Remarks
八號風球或以上 Typhoon Signal No. 8 or Above	關閉 Closed	請保留博物館發出的確認信及致電 3960 6010 與本館聯絡，以便重新安排時間。 Please retain the confirmation letter issued by the Museum and contact us via 3960 6010 to reschedule the visit.
黑色暴雨 Black Rainstorm Warning		
其他訊號 Other Signals	照常開放 Open as usual	/