

香港教育博物館  
Hong Kong Museum of Education

電話 Tel.: 2948 8814 傳真 Fax: 2948 7016

地址: 新界大埔露屏路 10 號 香港教育大學 D1 座平台

Address: The Education University of Hong Kong, Podium Level, Block D1, 10 Lo Ping Road, Tai Po, N.T. Hong Kong

電郵 Email: hkme@eduhk.hk 網址 Website: www.museum.eduhk.hk

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Ref. No. \_\_\_\_\_

<p>「香港幼兒教育今昔」展覽 團體參觀申請表 “Early Learning in Hong Kong - Past and Present” Exhibition Application for Group Visit</p>		<p>Organization Chop 團體印鑑</p>
<p>團體名稱 (中文): _____</p>		
<p>Name of Organization (English): _____</p>		
<p>地址 Address: _____</p>		
<p>聯絡人 Contact Person: _____ 電郵地址 Email Address: _____</p>		
<p>聯絡電話 Contact No: _____ 傳真號碼 Fax No: _____</p>		
<p>參觀日期 Date of Visit : _____ 參觀時間 Time of Visit : _____</p>		
<p>參觀人數 No. of visitors : _____ 班別 (學校適用) Grade (for schools) : _____</p>		
<p>領隊人數 No. of leaders : _____ 參觀總人數 Total no. of visitors : _____</p>		
<p>導賞服務 Guided Tour <input type="checkbox"/> 需要 Required <input type="checkbox"/> 不需要 Not Required</p>		
<p>選擇語言 Language Preferred <input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 普通話 Putonghua <input type="checkbox"/> 英語 English</p>		
<p>曾參觀本館 Visited Before <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p>		
<p>有興趣參觀的地方 (可選擇多於一項) Site(s) that you would like to visit (can select more than one):</p> <p><input type="checkbox"/> 香港教育博物館 HK Museum of Education <input type="checkbox"/> 香港教育大學圖書館 EdUHK Library</p>		
<p>請略述 貴機構之背景資料及是次參觀的主要目的。 Please provide brief background information of your Organization and the main purpose of this visit.</p>		
<p>特別安排 (例如講座、工作坊、兒童遊戲、長者或傷健人士所需的特別安排等) Special Arrangements (e.g. lectures, workshops, activities, special facilities for the elderly or wheel-chair users):</p>		
日期 Date	簽署 Signature	
<p>本館專用 Official Use Only</p>		
Application	: accepted* / not accepted*	
Date received	: _____	Guide arranged : _____
Confirmed date of visit	: _____	Authorized by : _____
Applicant notified on	: _____	Signature : _____
Remarks	: _____	Date : _____

## 申請須知 **Notes on Application:**

1. 地址：香港教育博物館，香港教育大學新界大埔露屏路10號D1座平台。  
Address: Hong Kong Museum of Education, The Education University of Hong Kong, Podium Level, Block D1, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong.
2. 開放時間：  
星期一至星期日，上午 10:00 至下午 5:00 (公眾假期休館)  
Opening Hours:  
Monday to Sunday, 10:00 am – 5:00 pm (Closed on Institute and Public Holidays)
3. 博物館於星期一至星期五提供導賞服務。  
Guided tour services are available from Monday to Friday.
4. 入場免費。Admission Free.
5. 參觀團體宜於參觀前四個星期內提出書面申請，申請表格可向本館索取 (電話：2948 8814)，或於本館網頁下載 (網址：www.museum.eduhk.hk)。  
Application for group visits should preferably be made 4 weeks prior to the date of visit. Application Form can be obtained from the Museum office (Tel: 2948 8814) or downloaded from the Museum website (www.museum.eduhk.hk).
6. 請將填妥的申請表傳真至2948 7016或電郵hkme@eduhk.hk。如申請被接納，本館將致函申請人以確定。若於參觀日期前一星期仍未接獲本館書面回覆，請即與本館職員聯絡。  
Please return the completed application form and fax to 2948 7016 or email to hkme@eduhk.hk. If the application is successful, a confirmation letter would be sent to the applicant. If no reply is received from the Museum one week before the date of visit, please contact the Museum office immediately.
7. 一般團體參觀，人數建議不多於100人。如團體人數超於100人，可分作兩團。  
For general visit, it is recommended not to be more than 100 persons. For tour that is more than 100 persons, it is recommended to separate it into two groups.
8. 導賞團每團人數建議不多於60人。如團體人數超於60人，可分作兩團。導賞服務需時約半小時。  
For each guided tour, it is recommended not to be more than 60 persons. For tour that is more than 60 persons, it is recommended to divide it into two groups. Duration for the guided tour is about half an hour.
9. 參觀蒙民偉圖書館將由圖書館批核，而圖書館一般只考慮學校及教育團體於週一至週五之小組參觀申請。  
Application to the Mong Man Wai Library is subject to the approval of the Library, and it will only consider applications for small group visits by schools and education bodies on weekdays.
10. 參觀團體的旅遊巴士可於香港教育大學D1座地下上落客。請於最少一日前把車牌號碼給予本館職員登記。  
Coaches may drop off / pick up passengers at D1, Ground Level of The Education University of Hong Kong. Please give the plate no. of your coach to our Museum staff at least one day before the visit.
11. 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 amendments or access to personal data after submission of this form, please contact the Museum office.
12. 如天文台懸掛八號或以上颱風訊號或發出黑色暴雨警告，博物館將會關閉，所有預約參觀及有關服務亦會取消。  
When typhoon signal no. 8 or above is hoisted or black rainstorm warning is issued by the Hong Kong Observatory, the Museum will be closed and all group visits and relevant services will be cancelled.
13. 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.