



「中華文化·公園遊蹤」團體導賞服務申請表格

‘Chinese Culture in Hong Kong Gardens’ Group Guided Tour Service Application Form

查詢及預約，請與職員聯絡。

For enquiries and bookings, please contact our staff.

☎ 2812 7333

☎ 2812 7400

✉ ccpo-prog@lcsd.gov.hk

(填寫前請先閱讀申請須知 Please read through the **Application Notes** before filling in the information)

I. 團體資料 Group Information

學校 / 團體名稱 (須與證明文件相同)

Name of School / Organisation (as shown on supporting documents)

- ☐ 註冊幼稚園、小學、中學、專上學院或大學 (20人或以上)
Registered kindergarten / primary / secondary / post-secondary institution / university (20 persons or more)
- ☐ *註冊慈善團體 (20人或以上) Registered charitable organisation (20 persons or more)
- ☐ *註冊非牟利機構 (20人或以上) Registered non-profit-making organisation (20 persons or more)
- ☐ *獲民政事務總署各區民政事務處支持的真正非牟利地區團體 (20人或以上) A bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department (20 persons or more)
- ☐ *專為殘疾人士或長者服務的註冊學校、慈善團體或非牟利機構 (10人或以上) Registered school and charitable or non-profit-making organisation serving people with disabilities or the elderly (10 persons or more)
- ☐ 其他(請註明，如政府部門) Others (Please specify, e.g. government department): _____

(*請附上有關證明文件副本 Please attach certified copy of the supporting document)

申請學校/團體地址

Address of the School / Organisation

申請人姓名

Name of Applicant

職位

Post

電話

Tel. No.

手提電話

Mobile No.

傳真

Fax No.

電郵

Email

II. 戶外導賞服務 Outdoor Guided Tour Service

項目 (只可選擇一項):

Item (Select only one item):

☐ 文人雅集·嶺南之風園林之旅
Cultural Gathering – Journey to Lingnan Garden

☐ 文韜武略·九龍寨城遊園之旅
Civil-military Strategies – Journey to Kowloon Walled City Park

日期:

Date:

時間:

Time:

學生 / 成員人數： No. of Students / Members：	年級 (學校適用) / 年歲： Grade (For School) / Age：	
隨行老師 / 領隊人數： No. of Teachers / Leaders：	參加總人數 (20 - 35 人)： Total No. of Participants (20 - 35 persons)：	
導賞語言 (只可選擇其中一種語言)： Language for conducting the guided tour (Select only one language)：		☐ 粵語 Cantonese ☐ 普通話 Putonghua ☐ 英語 English
請確認 貴學校 / 團體並無就是次導賞團收取任何費用。 Please confirm that your school / organisation has not charged any fees for participating in this guided tour.		☐ 確認 Confirm
本辦公室將於活動期間拍攝影片及照片，並可能將有關影片及照片上載至本辦公室網頁及社交平台（包括但不限於 Facebook, Instagram 及小紅書），作推廣及教育用途。 CCPO will take photos and videos during the activities. The photos and videos may be uploaded CCPO's website and social media platforms (including but not limited to Facebook, Instagram, XiaoHongShu) for promotional and/or educational purposes.		☐ 同意 Agree ☐ 不同意 Disagree
以在此申請表格提供的電郵接收本辦公室資訊。 Receive promotional information about our office's activities via the email address provided in your application.		☐ 同意 Agree ☐ 不同意 Disagree

III. 聲明 Declaration

茲證明上述資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。

I hereby certify that all information provided in this application form is correct and complete, and that I have read and agreed to the Application Notes.

申請人簽署

Applicant's signature：

日期 Date：

學校 / 團體印章 School / Organisation Chop

此欄由本辦公室職員填寫 ***For Official Use Only***

上述申請 已獲 / 不獲 批准。

The application is / is not accepted.

簽署
Signature

日期
Date

申請須知

申請手續

1. 以下團體可填妥本表格申請中華文化·公園遊蹤免費導賞服務（下稱「活動」）：
 - i. 人數達 20 人或以上之註冊幼稚園、小學、中學、專上學院、大學及慈善團體或非牟利機構及獲民政事務總署各區民政事務處支持的真正非牟利地區團體。
 - ii. 人數達 10 人或以上專為殘疾人士或長者服務的註冊學校、慈善團體或非牟利機構。

申請團體必須已根據《社團條例》或《公司條例》註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。在申請時，團體的章程或組織章程大綱及章程細則，或有關條例或信託契約中，必須明文規定：若團體解散，其成員不得分享利潤或資產。所有團體申請，**必須附上該等證明文件的副本(如稅務局依據稅務條例第八十八條發出之信件)，並由團體負責人正式簽署，連同團體蓋印，以示真確。**

2. 活動費用全免，所有申請將按先到先得的原則處理，並於**建議活動日期前最少一個月至三個月遞交**（由該月的第一個工作日開始接受申請）。申請人須於辦公時間內（星期一至五：上午 9 時 30 分至下午 12 時 45 分及下午 2 時至 5 時 30 分）致電 2812 7333 與職員預約，然後於**兩日內**將填妥的申請表格以電郵方式 (ccpo-prog@lcsd.gov.hk) 或傳真 (2812 7400) 遞交至康樂及文化事務署弘揚中華文化辦公室（下稱「本辦公室」）（電郵標題請註明「申請中華文化·公園遊蹤」）。若申請人未能如期遞交申請表格，其申請將自動取消。如申請的參觀日期與遞交申請表格相距少於一個月，申請將不獲受理。
3. **申請免費導賞的團體不得向參加者收取任何費用。**
4. 對於各項申請，本辦公室保留最終決定權。申請獲得批准與否，視乎申請人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不完全或虛假的資料，本辦公室有權取消先前的批准。**
5. 申請如獲批准，本辦公室將在審批後七個工作天內發出書面通知確認。有關活動安排，本辦公室保留最終決定權。
6. **參加團體須於開始活動前出示該確認信**，否則本辦公室有權取消參加者已預約的服務。**如團體人數超出或未達預約人數，本辦公室有權要求活動負責人作書面解釋。**倘申請人欲更改參加人數或其他安排，必須儘快通知本辦公室，或需重新遞交申請。
7. 團體須準時到達活動地點，以免影響當日的活動安排；如團體遲到超過 30 分鐘，所預約的服務或會被取消。
8. 團體負責人須維持團員秩序，安排足夠數目的隨行領隊以作照應。團體負責人須於活動完畢後，齊集所有參加團員方可離開。
9. 活動進行期間，若遇有緊急事故，團體負責人可向本辦公室隨團職員尋求協助。

10. 若參加者於活動進行期間有任何不恰當的行為，如破壞設施或滋擾其他參觀者，公園職員或本辦公室職員有權制止，並要求參加者即時離開。

活動安排

1. 惡劣天氣安排如下：
紅色或黑色暴雨警告信號、三號或以上熱帶氣旋警告信號
 - ◆ 正在進行的活動即告取消；
 - ◆ 若活動開始前三小時內懸掛信號或信號已經生效，未舉行的活動即告取消。

個人資料（私隱）收集聲明

1. 於表格內所提供的個人資料只作處理申請之用。
2. 根據個人資料（私隱）條例第 18、22 及附表 1 的第 6 原則，申請人有權要求查閱及更正表格內所提供的個人資料。
3. 如欲更正表格內所提供的資料，請致電 2812 7333 與職員聯絡。

Application Notes

Application Procedures

1. The following organisations can apply Chinese Culture in Hong Kong Gardens Guided Tour (the Activity) for free by completing this form:
 - i. registered kindergartens, primary schools, secondary schools, post-secondary institutions, universities and charitable or non-profit-making organisations and a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department in a group of 20 persons or more.
 - ii. registered schools and charitable or non-profit-making organisations serving people with disabilities or the elderly in a group of 10 persons or more.

The registered charitable / non-profit-making organisations should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved charitable institutions or trusts of a public character. Its Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organisation do not take any share of the profits nor any share of the assets upon dissolution. **The organisation should provide copies of relevant documents certified true by an authorised officer with the organisation chop, e.g. the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.**

2. The Activity is free of charge. Application is on a first-come, first-served basis. Applicants are requested to submit the completed form **1 month to 3 months (from the first working day of the month) in advance of the intended date of the Activity**. Please contact 2812 7333 for advance booking during office hours (Mon- Fri: 9:30am-12:45pm & 2:00-5:30pm) and then email (ccpo-prog@lcsd.gov.hk) or fax (2812 7400) the completed application form to the Chinese Culture Promotion Office (CCPO) **within 2 days**, otherwise the reservation will be cancelled (Please mark ‘Application for Chinese Culture in Hong Kong Gardens’ in the email title). Application made less than 1 month before the Activity date will not be considered.
3. **Groups which applied for a free guided tour should not charge any fees to participants.**
4. Regarding all applications, CCPO reserves the final decision-making authority. All applications are approved on the condition that the applicant fully complies with the above-mentioned criteria. **If the applicant fails to comply with this requirement, or if any information provided is found to be incomplete or untrue, CCPO reserves the right to withdraw the approval.**
5. Successful application will be confirmed in writing within 7 working days. Regarding the Activity arrangement, CCPO reserves the final decision-making authority.
6. **Please present the confirmation letter upon arrival at the Activity**, otherwise CCPO reserves the right to cancel the reserved service. Should the number of visitors **exceed or fail to meet the approved quota, written explanation may be required.** Should there be any changes after the confirmation letter is issued,

please notify us immediately. New application may be required.

7. Please arrive at the Activity's venue on time so as not to affect the schedule and other arrangements on the day. Reserved guided tour may be cancelled if the group turns up late for more than 30 minutes.
8. Group leader should keep members of the group in order. After the Activity is completed, the group leader should gather all participating members together before they may leave and complete the head count after the Activity.
9. In case of emergency, please approach the CCPO staff for assistance.
10. The park manager or CCPO staff reserve the right to stop any inappropriate behaviour and require participants to leave.

Activity Arrangements

1. Special Arrangements under Inclement Weather Conditions

Red or Black Rainstorm Warning Signal, Tropical Cyclone Warning Signal No.3 or above:

- ◆ Activities in progress will be cancelled immediately.
- ◆ Activities not yet held will be cancelled if the signal is in force within 3 hours before the Activities commence.

Personal Data Collection Statement

1. The personal data provided in this application form will be used for processing of the application only.
2. The applicant has the right to request access to and correction of personal data given in this application form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For amendment of personal data submitted, please contact 2812 7333.