



雅麗氏何妙齡那打素醫院文物廊 Alice Ho Miu Ling Nethersole Hospital Museum

團體參觀申請表

APPLICATION FOR GROUP VISIT

地址： 新界大埔全安路十一號雅麗氏何妙齡那打素醫院J座員工中心地下至二樓

Address: G/F – 2/F, Staff Centre, Block J, Alice Ho Miu Ling Nethersole Hospital

11 Chuen On Road, Tai Po, New Territories

查詢電話 Enquiries: 2689 2292

傳真號碼 Fax No.: 2661 3615

開放時間 Opening Hours:

星期一至六(星期三除外) Monday to Saturday (except Wednesday): 上午十時至下午五時 10:00 a.m. to 5:00 p.m.

星期三 Wednesday: 上午十時至下午一時 10:00 a.m. to 1:00 p.m.

下午休息 p.m. closed

星期日及公眾假期 Sunday and Public Holidays:

休息 Closed

團體申請須知 Notes on Group Application:

1. 凡達十名參觀者的團體，必須於參觀日期兩星期或之前提出書面申請；請將填妥的申請表傳真(2661 3615)或郵寄至新界大埔全安路十一號雅麗氏何妙齡那打素醫院J座員工中心七樓二十九號室秘書處，請在信封面註明「申請團體參觀文物廊」；

Group visit with ten or more visitors must apply in writing at least 2 weeks before the date of visit by fax (2661 3615) or mail to Secretariat, Rm J/7/29, Staff Centre, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, New Territories. Please mark “Application for Group Visit to Museum” on the envelope;

2. 入場費全免；

Admission is free ;

3. 申請團體將按先到先得方法安排參觀日期及時間；如參觀團體人數眾多，本文物廊將安排參觀者分批入場(每次不超過二十人)；

Application will be accepted on a **first-come-first-served** basis and admission will be limited to 20 people per session ;

4. 申請表必須由機構負責人簽署，並蓋上印鑑。資料如有遺留，本文物廊恕不受理；

Application form should be signed by the authorized officer of the organization and stamped with the organization chop. Unduly completed application form would not be accepted ;

5. 如申請獲批，有關團體將於參觀日一星期前接獲本文物廊書面通知，如有任何疑問或查詢，請於辦公時間內(星期一至五：早上九時正至下午五時三十分)，致電 2689 2125 與潘小姐聯絡。參觀團體須於入場時出示本文物廊發出的入場通知書；

Successful application will be notified in writing one week before the date of visit. Please contact Ms. Penny Poon at 2689 2125 during office hours (Monday to Friday: 9 a.m. to 5:30 p.m.) for any enquiry. Please present the admission letter upon admission to the Museum ;

6. 請準時出席及遵照本院職員的一切指示；

Please be punctual and follow the instructions of our staff;

7. 本文物廊發出入場通知書後，若申請人欲更改參觀日期、時間、人數或參觀安排，必須重新申請；

A new application is required for any change of the date and time of visit, the number of visitors or other arrangement of the visit;

8. 參觀團體的車輛可於文物廊地下門口暫時停泊(以不超過十分鐘為限)，以方便上落乘客。因本文物廊未能提供免費泊車服務，如有需要，可使用本院之收費訪客停車場；及

Vehicles may drop off/pick up visitors at the G/F entrance of the Museum (please do not exceed 10 minutes). As **no free parking space would be offered**, visitors may use the Hospital’s fee-charging visitors carpark, if so required; and

9. 所有團體參觀的申請，本院擁有最終的決定權。

Approval for the application is subject to the final decision of the Hospital.

申請團體資料 Information of Group Visitors

團體名稱(中文)	Name of Organization(English)
團體地址 Address	
聯絡人姓名 Contact Person	電話 Telephone
	傳真 Fax
領隊姓名 Name of Group Leader	領隊聯絡電話 Contact Telephone of Group Leader
參觀日期 Date of Visit	時間 Time
參觀人數 No. of Visitors	#年歲/年級(學校適用)#Age Group/Form (For School)
<input type="checkbox"/> * 申請車輛於文物廊地下門口上落乘客 Drop off/pick up visitors at the G/F of the Museum 車輛類型 Vehicle Type: # 私家車 Private car / 小型客貨車 Van / 小巴 Minibus / 旅遊巴 Coach / 其他(請註明)Other(Please specify) _____ 車牌號碼 Vehicle Registration No.: _____	
是否需要其他特別安排? Any other special request?	

文物廊所有展品皆有中、英文註解，參觀者可自行瀏覽。在特別情況下才會安排導賞服務。
All the exhibits have Chinese and English captions. Guided tours will only be arranged upon special request.

機構負責人姓名 Name of the Authorized Person of the Organization		簽署 Signature
職位 Position	日期 Date	機構印鑑 Organization Chop

* 請於適當位置加“—” Please tick as appropriate
 # 請圈出適用者 Please circle as appropriate

此欄由內部填寫 For Official Use Only		
Application Received Date:		Approval of the Application:
Applied Items:	Availability (“—” or “~”)	# Approved / Not Approved
i) In-house Video Programme		Processed By (Signature):
ii) Guided Tour		