

導賞服務預約須知

NOTES ON TOUR BOOKING

1. 預約手續 Booking Procedure

請填妥表格，並於所選的參觀日期最少 14 天前提交。

Please submit the completed tour request form at least two weeks in advance of the preferred visiting date.

2. 參觀確認 Confirmation of Visit

M+ 會於收到表格後十個工作天內以電郵回覆申請人，以確定參觀日期及有關安排。如有任何疑問，請電郵至 learn@mplus.org.hk 或致電 2200 0041 與我們聯絡。

M+ will contact you via email to confirm the tour date and arrangement within 10 working days of receiving the form. For enquiries, please contact us at learn@mplus.org.hk or 2200 0041.

3. 更改或取消預約 Change or Cancellation of Booking

如須更改或取消預約，請於參觀日期最少三天前以電話或書面形式通知 M+。

If you need to change or cancel the booking, please inform M+ by phone or in writing at least three days prior to your visit.

4. 團體性質 Group Type

團體如屬註冊學校（必須為小學、中學、特殊學校、專上學院、大學或其他註冊學校）、註冊慈善團體或非牟利機構，即可預約導賞服務。

Guided tours are available for registered schools (primary schools, secondary schools, special schools, post-secondary institutions, universities, or other registered schools), registered charities, and registered non-profit organisations.

5. 參觀日期和時間 Date and Time of Visit

M+ 會以先到先得方式安排導賞服務，並將盡量配合學校／機構所建議的參觀日期和時段。但 M+ 保留最終決定權。

Docent service is arranged on a first-come, first served basis. M+ will try to accommodate your proposed tour times. M+ reserves the right to determine the final arrangement.

6. 費用和時長 Fee and Duration

導賞服務費用全免。每節導賞時間約一小時。請提早 15 分鐘到達展覽場地集合。

Docent service is free of charge and each session lasts for around one hour. Please arrive at the exhibition venue 15 minutes before the tour.

7. 交通安排 Transportation Arrangement

學校／機構需自行安排交通前往場地。參觀團體可於 M+ 展亭停車處上落客，但亭內不設旅遊巴泊位，如有需要，請使用西九文化區所設的時租停車場。

Please arrange your own transportation. Visitors may be dropped off and picked up at M+ Pavilion, but parking space is not available for coaches. You may use the public car park in the West Kowloon Cultural District.

8. 會場守則 Site Rules and Regulations

學校／機構領隊需自行負責小組的安全，並遵從會場職員和導賞員的指示，以及遵守場地規則。

Group leaders are responsible for the group's safety at all times, and shall comply with the instructions of our staff and docent and observe the site rules and regulations.

9. 惡劣天氣安排 Inclement Weather Arrangement

若黑色暴雨警告訊號／八號或以上烈風訊號於導賞服務開始前三小時仍然生效，導賞團將會取消。若黑色暴雨警告訊號／八號或以上烈風訊號於中午 12 時正或以後仍然生效，當天所有導賞團均會取消。

The tour will be cancelled if a black rainstorm warning or a typhoon signal no. 8 or above is in force three hours before the tour begins. If a black rainstorm warning or a typhoon signal no.8 or above is still in force at or after 12pm, all tours on that day will be cancelled.