

西九文化區管理局 M+視覺文化博物館
導賞服務申請表

West Kowloon Cultural District Authority, M+ Museum for Visual Culture
Guided Tour Service Application Form

展覽 Exhibition:	構·建 M+ : 博物館設計方案及建築藏品 Building M+: The Museum and Architecture Collection		
展覽地點 Exhibition Venue:	香港港島東太古坊康和大廈 1 樓 ArtisTree ArtisTree, 1/F Cornwall House, TaiKoo Place, Island East, Hong Kong		
展覽開放時間 Opening Hours:	2014 年 1 月 10 日 – 2 月 9 日 每日上午 10 時至下午 8 時 農曆新年除夕(2014 年 1 月 30 日)下午 5 時休息 農曆年初一(2014 年 1 月 31 日)全日休息 10.1 – 9.2.2014 Open daily from 10:00am to 8:00pm Closed at 5:00pm on Lunar New Year's Eve (30.1.2014) Closed on Lunar New Year's Day (31.1.2014)		
學校/團體導賞服務時段 Docent service available time slots for school/ group tours:	星期一至星期五 上午 10 時至下午 12 時 30 分 下午 2 時至 5 時 星期六 上午 10 時至下午 12 時 30 分	Monday to Friday 10:00am to 12:30pm 2:00pm to 5:00pm Saturday 10:00am to 12:30pm	

參觀日期及時間 Date & Time of Visit:	第一選擇 1st Choice	日期 Date:		第二選擇 2nd Choice	日期 Date:	
		時間 Time:	時間 Time:		時間 Time:	
* 導賞約 1 小時，每份申請最少 15 人，最多 40 人，實際數目視情況而定。 * Tours are approximately 1 hour long, 15 visitors minimum and 40 visitors maximum for each application. Exact numbers are subject to availability.		*參觀人數 *No. of Visitors:		(建議每 15-20 人 1 位領隊 Recommend 1 for every 10-20 visitors)		
請列明任何特別安排需要 Please specify any special requests:						
是否需要安排香港手語翻譯服務? Any request for Hong Kong Sign Language interpretation services?				<input type="checkbox"/> 不需要 No		<input type="checkbox"/> 需要 Yes
年級 (學校適用) Grade/Form (For School):		年齡 Age group:		語言選擇 Preferred Language:	<input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Mandarin	
學校/團體名稱 Name of School/Organisation:						
地址 Address:						
活動負責人 Person-in-charge:			職位 Post:			
電郵 Email:				傳真號碼 Fax No.:		
聯絡電話 Contact no.:	(手提 Mobile)			(辦公室 Office)		

個人資料收集聲明 Personal Information Collection Statement

- 我同意透過電郵/郵寄方式收取西九文化區管理局/ M+資訊。
I agree to receive news about West Kowloon Cultural District / M+ activities.
through email/post.

閣下提供之資料只供內部使用。西九文化區管理局致力確保根據《個人資料(私隱)條例》的規定來處理所有個人資料。

(All personal data collected would be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance and for internal use only.)

姓名 Name:	_____	_____
職位 Post:	_____	簽署 Signature
日期 Date:	_____	_____
		學校/團體印鑑 School/Organisation Chop

茲證明上述資料均正確無訛，並無遺漏。

The undersigned hereby certifies that all the information given on this form is correct and complete.

使用個人資料通告

西九文化區管理局致力確保按照《個人資料(私隱)條例》的規定來處理所有個人資料。為確保您能聯繫及了解西九文化區管理局的最新消息，閣下自願提供的個人資料(包括閣下的姓名、電郵地址、通訊地址及其他個人資料)，將存於本局資料庫，用作發佈電子活動通訊、西九發展新聞通告、活動邀請卡、活動提示或資訊通知。

倘若您不願意收取本局的消息，在我們所發出的電郵底部有取消訂閱連結以供閣下使用；您亦可把閣下的姓名及電郵／通訊地址，以書面形式循以下任何一個途徑交回給我們：

電郵：privacy@wkcd.a.hk 聯絡我們的「資料保障主任」

傳真：(852) 2895 1286 (請註明「拒絕接收通知」)

郵寄：九龍尖沙咀廣東道9號港威大廈第6座29樓(請註明「拒絕接收通知」)

如對個人資料用途有任何疑問，歡迎與我們聯絡，您亦可在網上參閱我們的資料私隱政策：

<http://www.westkowlon.hk/tc/footer/privacy-policy>

Use of Personal Data

The West Kowloon Cultural District Authority (WKCD.A) is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance.

To ensure you are kept well informed of the latest news from WKCD.A, we will deliver to you monthly e-newsletters about our event updates, newsletters about WKCD.A development, invitation cards to WKCD.A events, and reminders and information of WKCD.A events, using your personal data maintained in WKCD.A database, which includes your name, email address, postal address and other contact information.

If at any time you no longer wish to receive WKCD.A's information, please click the "Unsubscribe" link which appears at the bottom of our marketing emails to opt-out from our communication; or write to us including your name and email / postal address via any of the following channels:

Email: privacy@wkcd.a.hk to contact our Data Privacy Officer

Fax: (852) 2895 1286 (Please state "Unsubscribe" in your fax document)

Post: 29/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui, Kowloon,
Hong Kong (Please state "Unsubscribe" in your letter)

If you have any questions on the use of personal data, please feel free to contact us or read our privacy policy on our website: <http://www.westkowlon.hk/en/footer/privacy-policy>

申請須知 Notes on Application

- **申請手續**：申請學校/團體請填妥表格，並於參觀日期最少 10 天前提交。
Application procedure: Please submit the completed application form **at least 10 days in advance** of the preferred visiting date.
- **確認申請**：獲成功安排的申請，M+會於參觀日期 5 天前聯絡申請人以確定參觀日期及有關安排。如參觀日期 3 天前仍未接獲回覆，請與邱小姐聯絡(電話：2200-0102 電郵：joey.yau@wkcda.hk)。
Confirmation: If your application is successful, M+ will contact you 5 days prior to the visit to confirm the date and all related arrangement. If no reply is received 3 days prior to the visit, please contact Ms Yau (Tel: 2200-0102 email: joey.yau@wkcda.hk).
- **取消服務**：如需更改或取消預約，請於最少 3 天前以電話或書面通知。
Cancellation of booking: If you want to change or cancel the booking, please inform M+ by phone or in writing at least 3 days prior your visit.
- 導賞服務費用全免。每節導賞時間約為 1 小時。請提早 15 分鐘到達展覽場地集合。
Docent service is free of charge and will last for around 1 hour for each session. Please arrive at the exhibition venue 15 mins before the visiting time.
- 學校/團體領隊需自行負責小組之行爲及安全，並需遵從導賞員之帶領和指示，和遵守場地規則。
Leaders are responsible for the group's behaviour and safety at all times and shall comply with the directions and instructions of the docent and observe the Site Rules and Regulations.
- 手語翻譯服務的實際安排會視乎手語翻譯員的時間而定。M+將盡量根據申請學校/團體的要求安排。
Arrangement for sign language interpretation service will depend on the availability of the sign interpreters. M+ will try the best to arrange according to the applicant's preference.
- 導賞服務的申請並非先到先得，本局擁有最終決定權。
Application is not on first-come first-served basis. The Authority shall have the final decision in approving the application.



地下鐵路：

乘搭港鐵在鰂魚涌站下車(A 出口)，然後步行約十分鐘，便可到達太古坊康和大廈的西面入口。展覽場地 ArtisTree 位於大廈的一樓。

或可乘搭港鐵至太古站下車(B 出口)，然後步行約十五分鐘，便可到達太古坊康和大廈的東面入口。展覽場地 ArtisTree 位於大廈的一樓。

By Underground:

Get off at MTR Quarry Bay Station (Exit A), followed by a 10 minutes' walk to reach the west entrance of the Cornwall House. The exhibition space ArtisTree is located on the 1st floor.
OR get off at MTR Tai Koo Station (Exit B), followed by a 15 minutes' walk to reach the east entrance of the Cornwall House. The exhibition space ArtisTree is located on the 1st floor.

學校旅遊巴士往展場位置及停車安排：

香港 太古坊康和大廈 ArtisTree (入口於港島東中心。請見紅圈)

Exhibition location and drop-off point:

ArtisTree, Cornwall House, Taikoo Place, Hong Kong.
(Entrance at one Island East. Please see red circle)

惡劣天氣特別安排

Special Arrangements under Inclement Weather Conditions

- 如天文台於導賞服務開始前 3 小時懸掛 8 號或以上颱風訊號或發出黑色暴雨警告，導賞服務將會取消；不論信號於何時除下，該日所有預約而未進行的參觀及有關服務亦將全部取消。
Typhoon Signal No.8 or above is hoisted or Black Rainstorm Warning is issued 3 hours before the visits, visits will be cancelled, including those scheduled to take place after the signal/warning has been lowered. Exhibition will be temporarily closed.
- 導賞服務進行時懸掛 8 號或以上颱風信號，或發出黑色暴雨警告信號，導賞服務即告取消。
Typhoon Signal No.8 or above is hoisted or Black Rainstorm Warning is issued during the visits. Visits will be cancelled immediately.
- 本局有權於其他惡劣天氣情況下更改參觀行程。
The Authority has the right to change visiting routes under other inclement weather conditions.