

附件 (二) Appendix B

電郵 E-mail : [learn.mplus@wkcd.hk](mailto:learn.mplus@wkcd.hk) | 傳真 Fax : 2895 1286 | 郵寄地址 Mailing address : 尖沙咀廣東道 9 號港威大廈第 6 座 29 樓  
29/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui

**導賞服務申請表**  
**Guided Tour Service Application Form**

展覽 Exhibition:  展覽地點 Exhibition Venue:  展覽開放時間 Opening Hours:	曾建華：無 <b>Tsang Kin-Wah: Nothing</b>  九龍柯士甸道西 西九文化區 M+展亭 M+ Pavilion, West Kowloon Cultural District Austin Road West, Kowloon  2016 年 9 月 9 日至 11 月 6 日 星期三至星期日 上午 11 時至晚上 6 時 免費入場 9 September to 6 November 2016 Wednesday to Sunday 11am to 6pm Free Admission					
學校導賞服務時段 Docent service available time slots for school/ group tours:	星期三至星期五 上午 11 時至下午 6 時 Wednesday to Friday 11:00am to 6:00pm					
參觀日期及時間 Date & Time of Visit:	第一選擇 1st Choice	日期 Date:	<input type="checkbox"/> 上午 11 時半至下午 1 時 <input type="checkbox"/> 下午 2 時至 3 時半 <input type="checkbox"/> 下午 4 時半至 6 時	第二選擇 2nd Choice	日期 Date:	<input type="checkbox"/> 上午 11 時半至下午 1 時 <input type="checkbox"/> 下午 2 時至 3 時半 <input type="checkbox"/> 下午 4 時半至 6 時
* 導賞約 1.5 小時。每份申請最少 15 人，最多 30 人。 * Tours are approximately 1.5 hours long. Minimum 15 visitors and maximum 30 visitors for each application.		*參觀人數 *No. of Visitors:		隨行領隊/ 教職員數目 No. of Accompanying Leaders/ Teachers:		建議每 15-25 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:						
是否需要安排通達服務? Any request for accessibility service?				<input type="checkbox"/> 不需要 No <input type="checkbox"/> 即時口述影像 Live Audio Description <input type="checkbox"/> 手語傳譯服務 Sign Language Interpretation		
是否需要申請學校交通費津貼?(只適用於學校) Any request for school transportation subsidy? (Applicable for schools only) 申請詳情請參閱「交通費津貼申請表」 Please refer to the Transportation Subsidy Application Form for detailed information.				<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		
學校名稱 Name of School:						
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)		

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## 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:

\_\_\_\_\_

日期

Date:

\_\_\_\_\_

\_\_\_\_\_

簽署 Signature

\_\_\_\_\_

學校印鑑 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**：名額有限，需作預先申請。學校請填妥表格，並於首選的參觀日期最少 14 天前提交。  
**Application procedure**: Limited space; advance application required. Please submit the completed application form at least 14 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 7 天前聯絡申請人以確定參觀日期及有關安排。如參觀日期 5 天前仍未接獲回覆，請與我們聯絡 (電郵：[learn.mplus@wkcd.hk](mailto:learn.mplus@wkcd.hk); 電話：2200 0041)。  
**Confirmation**: If your application is successful, M+ will contact you 7 days prior to the visit to confirm the date and all related arrangement. If no reply is received 5 days prior to the visit, please contact us at [learn.mplus@wkcd.hk](mailto:learn.mplus@wkcd.hk); Tel: 2200 0041.
- **取消服務**：如需更改或取消預約，請於參觀日期最少 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 1.5 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 1.5 hours for each session. Please arrive at the exhibition venue 15 mins before the visiting time.
- 學校需自行安排交通前往場地。不設旅遊巴士泊位。  
Please arrange your own transportation. No parking space for coaches.
- 學校領隊需自行負責小組的行為及安全，並需遵從導賞員的帶領和指示，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.
- 即時口述影像及手語傳譯服務的實際安排會視乎傳譯員的時間而定。M+將盡量根據申請學校的要求安排。  
Arrangement for live audio description and sign language interpretation service will depend on the availability of the 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，M+擁有最終決定權。  
Application is not on first-come first-served basis. M+ shall have the final decision in approving the application.
- **惡劣天氣安排**：若黑色暴雨警告或八號風球於導賞服務開始前 3 小時仍然懸掛，導賞團將會取消。  
**Increment Weather arrangement**: The tour will be cancelled if a black rainstorm warning or a typhoon signal no. 8 or above is in force 3 hours before the tour starting time.

### 如何到達 M+ 展亭 Getting to M+ Pavilion

