



Office Use Only

Approved

Confirmation letter has been sent on : _____

(Please insert a "✓" in the appropriate box)

Application Form for Group Visit and Services

Please read the **Notes on Application for Group Visit and Guided Tour Services** before completion. Application will not be considered if applicant fails to provide all information as requested on this form.

Enquiries : 3943 7374
Fax : 2603 5366

Part A Group Information & Visiting Schedule

Nature of school/ organization

- Administrative Office/ Department/ Alumni Association of the Chinese University of Hong Kong
 Registered kindergarten/ primary school/ secondary school/ post-secondary institute/ Other university
 Registered charitable organization/ Registered non-profit-making organization (Please furnish certified copy of supporting document)
 Others (please specify, e.g. travel agency) _____

Name of school/ organization:

No. of visitors: _____ No. of accompanying staff/ teacher: _____

Class/ Age: _____ Total no. of visitors (From 15 to 100 people): _____

Person-in-charge:

Telephone No.: (office)

(mobile)

Email address:

Fax No. :

Address of school/ organization:

Date of visit	1 st Choice	2 nd Choice	Time slots of visit

Free Guided Tour Service

Required (Please complete Part B & Part C)

Not required (Please complete Part C)

Transportation

Self-Arranged Transportation
Type of Transport: _____
License Plate No.: _____

Application for Free Transportation Services (Only applicable to the qualified group with 50 to 60 visitors)
Estimated boarding time: _____ a.m./p.m.
(Free coaches will be provided to kindergartens, schools, special schools, post-secondary institutions, universities, registered non-profit-making organizations or registered charitable organizations visiting the Art Museum. For more information, please refer to Appendix I.)

- One way** From school/organization to the Art Museum **Round trip**
 From the Art Museum to school/ organization

Any Special Request?

(e.g. special arrangements for the elderly or persons with disabilities)

Part B Free Guided Tour Service

Internal parties of CUHK, registered schools, registered charitable organizations and non-profit-making organizations with 15 to 30 visitors in the group (including accompanying staff) may apply for free guided tour services. The guided tour will take around 30 minutes.

Name of Exhibition to be guided (One only)

1st Choice

2nd Choice

Language preferred (Put "1" for the first choice, "2" for the second choice)

- Cantonese
 English[#]
 Mandarin[#]

[#]If English/ Mandarin tour cannot be arranged, do you accept Cantonese tour?
 Yes No

Please state the special arrangements under inclement weather conditions of your school/ organization:

If the Free Guided Tour cannot be provided, will you visit on your own?

Yes No, we will cancel this visit

Part C Declaration

The undersigned hereby certifies that all the information furnished is correct and complete.

(To be signed by the Authorized Officer of school/ organization, e.g. the Principal, teacher-in-charge, Chairman, Director, General Secretary, etc.)

Name(s) of Person-in-charge:

School/ Organization Chop

Signature:

Date:

Notes on Application for Group Visit and Guided Tour Services

Group Visit

1. Any organization with a **minimum of 15 and maximum 100 visitors in the group** should apply for this service at one of the below specified time slots:

Monday to Saturday (except Thursdays and closed days)	Sunday and Public Holidays
➤ 10:30 a.m. – 11:30 a.m.	➤ 2:30 p.m. – 3:30 p.m.
➤ 11:30 a.m. – 12:30 p.m.	➤ 3:30 p.m. – 4:30 p.m.
➤ 2:30 p.m. – 3:30 p.m.	
➤ 3:30 p.m. – 4:30 p.m.	

2. If you are applying for more than one visit, please complete **separate** applications for different dates.
3. Application forms must reach the Museum **2 weeks to 3 months prior** to the date of visit. Tours will be arranged on a first-come-first-served basis and are subject to the Museum's final approval.
4. Completed application forms should be faxed to 2603 5366, or emailed to eocartmuseum@cuhk.edu.hk, please specify on the email subject "Application for Group Visit / Guided Tour Services".
5. Please allow 5 working days for the application to be processed upon receipt of all the required information. A confirmation letter will be sent to you via e-mail or fax once the application is approved. Please bring along with you this letter on the day of visit. If you do not hear from us within 10 days after the submission, please contact us.
6. If you want to change any particulars or cancel your booking, please inform us **at least 1 week prior** to your visit. If your amendment violates any of the above conditions or you change the agreed information without prior permission of the Museum, the Museum reserves the right to withdraw approval. Art Museum reserves the right of final approval. All applications are approved subject to the application's absolute compliance with the above-mentioned conditions.

Free Guided Tour

1. This free service is only provided for internal parties of CUHK, registered schools, registered charitable organizations and non-profit-making organizations. Application by any commercial organizations will NOT be accepted. The number of participants for each tour is limited to 15 to 30 persons (including accompanying staff).
2. Guided tour will be led by qualified Art Museum Ambassadors. **If no docent is available, notice will be given out 2 working days prior to the date of visit.**
3. The guided tour will take around 30 minutes. If no any special request, the group visit will last for 1 hour.

Visitor Guidelines and Regulations

1. Visitor Guidelines:
 - Groups without scheduled appointments may not be able to enter the Museum.
 - The Chaperone should register at the **bookstore of Gallery II** upon arrival.
 - Art Museum is located inside the Institute of Chinese Studies, where there is a graceful courtyard with a fish pond. Please take extra care of young children and elderly people for safety issues.
 - The Institute of Chinese Studies and the courtyard close on Saturdays, Sundays and Public Holidays. Please enter the exhibition hall through the entrance of East or West Wing of the Art Museum.
2. Visitor Regulations
 - Please do not take photos with flashlight or tripod. Please follow the photography regulations of each exhibition hall.
 - Visitors are advised to maintain a quiet and pleasant environment inside the Museum. Please do not make excessive noise inside the galleries.
 - Eating and drinking are not allowed inside the Museum.
 - Please do not touch, move or lean against the exhibits.
 - To avoid accidents, please do not run or play inside the Museum.
 - Please place your umbrella in the carrying case or the umbrella stand at the entrance on rainy days.

Opening Hours

Mondays, Tuesdays, Wednesdays, Fridays and Saturdays: 10 a.m. – 5 p.m.

Sundays and Public Holidays: 1 p.m. – 5 p.m.

Closed Days:

Thursdays (except Public Holidays), New Year, Lunar New Year, Easter and Christmas Holidays

Enquiries and Further Information

Tel: 3943 7374

Email: eocartmuseum@cuhk.edu.hk

Website: <http://www.artmuseum.cuhk.edu.hk/en/>

Facebook Page: <https://www.facebook.com/ArtMuseumCUHK>

Personal Information Collection Statement:

1. The personal data provided on this form will be used by the Art Museum, CUHK for the purpose of processing group visit application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Education-Outreach-Communications Team. (Tel. No.: 3943 7374, e-mail address: eocartmuseum@cuhk.edu.hk)
3. Information provided on this form may be transferred to other departments/ administrative units within Art Museum, CUHK as management information to facilitate verifications, promotion, communication, operations and planning.



Friends of Art Museum CUHK

Free Transportation Service Sponsored by Friends of the Art Museum

With the generous support and sponsorship of Friends of the Art Museum, free coaches will be provided to registered kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, universities, registered non-profit-making organizations or registered charitable organizations visiting the Art Museum from 1st July 2015. This service is available in visiting every exhibition in the Art Museum.

Registered charitable organizations or registered non-profit-making organizations should provide copies of supporting document. We accept either one of the following documents:

1. Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
2. List of Approved Charitable Institutions and Trusts of a Public Character published in the Government Gazette; or
3. Letter issued by the Social Welfare Department; or
4. Constitution, or Ordinance, or Trust Deed of the organization, which specifically provides that members do not take any share of the profit nor any share of the assets upon dissolution.

Copies of the document should be signed by the body representative and furnished with the official chop. The application will not be accepted if the organization fails to provide the documents listed above.

Application Requirement and Guide:

1. The free transportation service **is only applicable to the qualified group with 50 to 60 visitors.**
2. The free transportation service is **limited in quota** and the **quota resets every month.** The applications can be submitted **three months to 2 weeks prior to the visit month.** For example, if you want to apply the free transportation service in November, you can submit the application from the **first working day** of August in that year, the deadline is **2 weeks prior to the visit date.** **Priority will be given to organizations which newly apply for this service and also apply for the guided tour services.**
3. The service only includes round-trip between your organization and the Art Museum. **No other itinerary will be arranged.**
4. Please allow 5 working days for the application to be processed upon receipt of all the required information. A confirmation letter will be sent to you via email or fax once the application is approved.
5. If your application is successful, the Museum will arrange the transportation service for you. Information about the coach driver and license plate number will be provided to you **by phone call from the coach company 1 day prior to the date of visit.**
6. If you want to cancel your visit or change any particulars, you must notify the Museum **at least 1 week prior** to the date of visit; otherwise, organization may have to pay for the coach fee. **All cancellation must be made in writing to the Museum.**
7. For inquiries or amendments of information, please contact the Museum staff at 3943 7374 during office hours (Monday to Friday, 9 a.m. to 5 p.m.).