

The Art Museum of The Chinese University of Hong Kong

Group Visit and Guided Tour

Guidelines

I. Group Visit

1. Any visiting groups with **15 members or more**, with guided tours or not, are required to make an online application in advance. Please [click here](#) to complete the application. Upon the approval of the application, the applicant is required to submit “Campus Visitor Application Form – Group Visitors” ([click here](#) for more details). The Art Museum of CUHK (the Art Museum) reserves the right to reject the admission of any groups without scheduled appointment.
2. All applications must reach the Art Museum **2 weeks to 3 months prior to the date of visit**. The applications will be processed on a first-come-first served basis and are subject to the Art Museum’s final approval. If any changes of the application are needed, please inform the Art Museum **at least 1 week prior to the scheduled visit**. If any amendment may violate the application guidelines, or any agreed information is changed without the Art Museum’s prior permission, the Art Museum reserves the right to withdraw approval.
3. In general, **5 working days** are needed for the process of an application. Upon the approval, a confirmation letter will be sent from the Art Museum to the applicant via email (presentation of the confirmation letter is required on the day of visit). If any applicants do not hear from the Art Museum within **10 days after submitting the application**, please contact the Art Museum.

II. Guided Tour

4. For applicants of group visit who are interested in the guided tour, please indicate in the same application form.
5. Guided tour service is free of charge and for non-profit-making purpose only. The eligible groups include units/departments of CUHK, registered schools, non-profit-making organizations and charitable organizations.
6. Guided tours will be led by the Art Museum Ambassadors. Each session will last around 30 minutes.
7. Guided tours may be cancelled if the group arriving **15 minutes late**. For any changes, please contact the Art Museum as soon as possible.
8. If the guided tour service could not be arranged, the Art Museum will notify the applicant **2 working days prior to the date of visit**.

III. Arrangement for Visit

9. The drop-off and pick-up points for the coach of the visiting group (**within 15 minutes**) are listed below. Free parking space is not provided. If needed, people with disabilities may contact the Art Museum for the transport arrangement.
 - Sir Run Run Hall, Main Campus
 - Li Dak Sum Yip Yio Chin Building of University Library
10. Upon arrival, the person-in-charge should register for the group at the gallery reception.
11. Others
Please note the opening hours of the Art Museum, and relevant visitor guidelines ([Click here](#) for more details).
 - Mondays, Tuesdays, Wednesdays, Fridays and Saturdays 10:00 a.m. – 5:00 p.m.
 - Sundays and public holidays: 1:00 p.m. – 5:00 p.m.
 - Close on Thursday and special holidays

IV. Special Arrangements Under Inclement Weather Conditions

12. If encountering the below situations 4 hours before the starting time of event, the group tour and guided tour service will be cancelled:
 - Tropical Cyclone Warning Signal No.3 or above; or Red/Black Rainstorm Warning is hoisted (for kindergartens / primary schools / special schools / child centers / centers for elderly / similar organizations)
 - Tropical Cyclone Warning Signal No.8 or above; or Black Rainstorm Warning is hoisted (for secondary schools / tertiary institutions / similar organizations)
 - Education Bureau has announced class suspension (for kindergartens / primary schools / special schools)
 - The Government has announced the “Extreme Conditions”, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage caused by a super typhoon.

V. Personal Data Collection and Records

13. The personal data collected from the form for group visit and guided tour will be used for processing the application. The data will then be kept by the Art Museum for internal record.
14. The Art Museum may record the group visit and guided tour in the form of photos, audios, videos and others as documentary records, for non-commercial purposes, such as promotional and educational uses in the future. Upon the confirmation of the applicant (including all participants) for the group visit and guided tour, it is agreed that full rights are granted to the Art Museum to use the relevant image or voice in these records without restriction or payment. If there is any objection to the above use, please notify the staff of the Art Museum before submitting the application.

Any enquiries, please contact the Art Museum staff at 3943 7374 or email eocartmuseum@cuhk.edu.hk.