



Application Form for Group Visit

Please fill in with **BLOCK** letters.

Organisation Particulars			
Name of Organisation			
Nature of Organisation	<input type="checkbox"/> School <input type="checkbox"/> Charitable organisation / Non-profit-making organisation <input type="checkbox"/> Commercial <input type="checkbox"/> Travel agency <input type="checkbox"/> Government Departments <input type="checkbox"/> Others, please specify: _____ (Please provide copies of supporting documents and refer to the "Notes on Application" for details.)		
Address			
Contact Person		Email Address	
Contact No.		Fax No.	
Proposed Visit			
Available Time: Mondays to Sundays (3:00 pm - 6:00 pm)			
Preferred Date of Visit	1st Choice Date: _____ Time: <input type="checkbox"/> 3:00 pm - 4:00 pm <input type="checkbox"/> 4:00 pm - 5:00 pm (DD/MM/YY) <input type="checkbox"/> 5:00 pm - 6:00 pm		
	2nd Choice Date: _____ Time: <input type="checkbox"/> 3:00 pm - 4:00 pm <input type="checkbox"/> 4:00 pm - 5:00 pm (DD/MM/YY) <input type="checkbox"/> 5:00 pm - 6:00 pm		
No. of Visitors		Person-in-charge	
No. of Staff		Mobile Phone No.	
Total No. of Visitors		Age Range/ Grade Level	
Guided Tour Service			
<input type="checkbox"/> Required (Language preferred: <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English) <input type="checkbox"/> Not Required			
Barrier Free Facilities			
<input type="checkbox"/> Required, please specify the no. of visitors who require relevant facilities and details: _____ <input type="checkbox"/> Not Required			
Remarks/ Other Requirements			

Notes on Application

1. Admission to the Museum and guided tour service are free, guided tour duration is about 1 hour. Organisation with a minimum of 10 visitors can apply.
2. For better arrangement, advance booking is compulsory for groups of more than 10 visitors, with or without guided tour service.
3. Application should be made from 1 week to 2 months in advance before the proposed date of your visit.
4. Applications are accepted on a first come, first served basis. Reply and confirmation will be made within 7 working days. The Museum reserves the right of final approval.
5. Crowd control may be needed, subject to gallery capacity. Groups of more than 60 will be admitted in lots. Please contact museum staff for details.
6. Organisations should provide copies of relevant supporting documents, such as Certificate of Registration of a School, Business Registration Certificate, Certificate of Registration of a Society or Certificate of Exemption from Registration of a Society. Registered charitable organisations and registered non-profit-making organisations should provide any of the following documents: (i) A letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; (ii) A list of Approved Charitable Institutions and Trusts of a Public Character published in the Government Gazette with the organisation's name on it; (iii) A letter issued by the Social Welfare Department; or (iv) The Constitution, Ordinance or Trust Deed of the organisation, which specifically provides that members do not take any share of the profits or any share of the assets upon dissolution.
7. In case of any booking change or cancellation, please inform the Museum at least 2 days prior to your visit.
8. When Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Signal is issued, the Museum will be closed and all group visits and relevant services will be cancelled. If such an event occurs, please contact the Museum to reschedule your visit.
9. There is no parking at the Museum, but coaches can stop at the bay area outside the Museum for drop off and pick up.
10. The Museum is wheelchair accessible. Please contact the Museum for arrangement.

Visitor Regulations

1. To avoid affecting the visiting schedule, please arrive at the Museum on time. Pre-booked services may be cancelled if the group is more than 30 minutes late.
2. Smoking, eating, drinking, the use of mobile phones, flashlights, tripods, as well as video and audio recording are not allowed.
3. Please do not touch or damage the exhibits.
4. The Museum staff reserves the right to stop any annoying behaviour and to order the visitors to leave the Museum immediately.
5. All visitors strictly adhere to any other instructions by the Museum staff.

Personal Data Collection Statement

The personal data provided in this form will be used for the purpose of arranging the visit. You are required to supply the data for us to arrange the visit. If you fail to provide the information, we will not be able to provide information related to the visit to you. For details on purpose of collection of your personal data, please read our Privacy Policy Statement at http://www.hkjc.com/english/corporate/corp_privacy.asp

Use of Personal Data in Direct Marketing

The Hong Kong Jockey Club and its subsidiaries (together referred to as "the Club"; each "a Club Entity" in the Club's Privacy Policy Statement as attached) intend to use your name, contact information and demographic information to send you direct marketing communications regarding facilities, services, support, events and activities offered or arranged by the Club or a Club Entity, in areas specified in the Direct Marketing Section of the Club's Privacy Policy Statement. We may not so use your personal data unless exempted by the Personal Data (Privacy) Ordinance or we have received your consent.

To indicate your agreement to such use, please sign at the end of this statement. To indicate your objection to such use, please check ("√") the box below and the Club will, without charge, cease to so use your personal data for direct marketing purposes.

I object to my personal data to be used by the Club in direct marketing.

I hereby acknowledge and agree to the "Notes on Application", "Visitor Regulations", "Personal Data Collection Statement" and "Use of Personal Data in Direct Marketing".

Official Seal	Signature	Date
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