



Application Form for Group Visit

Please fill in with BLOCK letters.

Organization Particulars			
Name			
Address			
Contact Person		Email Address	
Phone No.		Fax No.	
Proposed Visits (Museum Opening hours: Mondays to Sundays 12:00 - 19:00; Night Races 12:00 - 21:00)			
Date		Time	
No. of Visitors		Leader/ Teacher	
No. of Staff		Mobile No.	
Total No. of Visitors		Age/Grade	
Guided Tour Service (Mondays to Sundays 14:00 - 19:00, except Night Races)			
<input type="checkbox"/> Required (<input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> English) <input type="checkbox"/> Not Required			

Notes on Application

1. Admission to the museum and guided tour service are free, guided tour duration is about 30 minutes. Organization 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 2 days to 2 months in advance before the visit date.
4. Application will be 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 100 will be admitted in lots. Please contact museum staffs for details.
6. In case of any change or cancellation in booking, please inform the museum at least 2 days prior to visit.
7. When tropical cyclone warning signal no. 8 or above is hoisted or black rainstorm warning signal is issued by the Hong Kong Observatory, all group visits and relevant services will be cancelled. School visits and relevant services will be cancelled in accordance with the announcement made by the Education Bureau. Please contact the Museum for visit rearrangement.
8. There is no parking space in the Museum, but coaches can stop at the bay area outside the Museum for drop off/ pick up.
9. The Museum is wheelchair accessible, please contact the museum for any special arrangement.

Visitor Regulations

1. In order not to affect the visiting schedule, please arrive at the Museum on time. Pre-booked services may be cancelled after 30 minutes of the scheduled time.
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 behavior and to order the visitors to leave the Museum immediately.

Personal Information 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 data, we will not be able to provide information related to this visit to you. For details on purposes of collection of your personal data, please read our Privacy Policy Statement at http://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) 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 tick [] 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 acknowledges and agrees the "Notes on Application", "Visitor Regulations", "Personal Information Collection Statement" and "Use of Personal Data in Direct Marketing" listed above.		
Organization Chop	Signature	Date