

**Hong Kong Jockey Club University of Chicago Heritage Courtyard and Interpretation Centre
Group Visit and Guided Tour Service Application Form**香港賽馬會芝加哥大學文物庭院及展示中心
團體參觀及導賞服務申請表Please read the **Notes on Application** overleaf before filling in this form. 填寫表格前，請先閱讀背頁的申請須知。

Date of Visit 參觀日期 : _____

Time of Visit 參觀時間 : _____ (Please refer to tour schedule 請參照導賞團可預訂時間)

No. of Visitors 人數 : _____

Language 語言 : English / 粵語 (delete as appropriate 請刪去不適用者)

Age Group 年齡組別 0-6 / 7-18 / 19-64 / 65 or above 或以上 (delete as appropriate 請刪去不適用者)

Do you plan to charge participants for this visit? 團體會否向參加者收費?

No 不會 / Yes 會 (delete as appropriate 請刪去不適用者)

If yes, please state the amount and nature of charges 如將收費，請說明金額和收費性質:

Group Information 團體資料

| | |
|------------------------------|--|
| Name of Organization 團體名稱 | |
| Address of Organization 團體地址 | |
| Website of Organization 團體網址 | |
| Person-in-charge 負責人 | |
| Email 電郵 | |
| Phone Number 電話 | |

For Official Use

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Notes on Application 申請須知

1. Application will be accepted on a first-come-first-served basis. Applications should be made in advance, from 2 weeks to 2 months before the date of visit. Please email the completed form to hk@uchicago.edu. Application made in less than two weeks before the visit will not be considered.
本中心將按先到先得方法處理申請。團體須填妥申請表格，在參觀日期前兩星期至兩個月前電郵致 hk@uchicago.edu 提交申請。如申請的參觀日期距遞交申請表格的時間少於兩星期，申請將不獲受理。
2. The maximum number of people per tour is 28.
每團人數上限為二十八人。
3. The Group Visit and Guided Tour Service provided by Heritage Courtyard and Interpretation Centre (HCIC), which is free of charge, should be provided to participants without charge. Should the participants be charged for any fee (e.g. transportation and administration fees), please state the amount and nature of charges in the application form.
由於本中心提供的團體參觀及導賞服務均為免費，申請團體應免費提供給會員/參加者。如團體因組織是項活動而必須向參加者收費(如交通費及行政費)，請於申請表格上列明收費金額及性質。
4. The visiting group is responsible for the public liability and group accident insurance for their visit at HCIC.
團體需自行承擔是次團體參觀及導賞服務的公眾責任及意外保險。
5. Successful application will be notified by email within two to three weeks after application is received. Should there be any change after confirmation, please inform us at earliest convenience. Reapplication may be required.
本中心將於收到申請後的兩至三個星期內以電郵通知獲接納申請的團體。如團體欲於收到確認通知電郵後作任何更改或作其他安排，請立即通知本中心。團體或需重新遞交申請。
6. HCIC reserves the right to reject the application or withdraw accepted application.
本中心保留拒絕是次申請和取消已接納之申請的權利。
7. Please arrive at the HCIC on time so as not to affect other schedule and arrangements on the day. The guided tour may be cancelled or shortened if the group is late for over 15 minutes.
參觀團體請準時到達本中心，以免影響當日的參觀安排與運作；如團體遲到超過 15 分鐘，參觀可能會被取消或縮短。
8. HCIC is accessible by public transport. No parking is available for visitors. Visitors are requested to arrange their own transportation in advance. There is vehicle drop-off and pick-up area within the site.
公共交通工具可直達本中心。由於本中心沒有附設車輛停泊處，到訪車輛只可在指定範圍作短暫停留作上落客之用。團體請自行安排交通。
9. Adverse Weather Arrangement 惡劣天氣下的開放安排
Black Rainstorm Warning Signal and Typhoon Signal No.8 or above: HCIC will be closed. All guided tours will be cancelled.
黑色暴雨警告信號及八號或以上的熱帶氣旋警告信號生效期間：本中心將會關閉，所有導賞團亦會取消。
Amber / Red Rainstorm Warning Signal and Thunderstorm Warning: All outdoor portion of guided tours will be cancelled.
雷暴警告、黃色暴雨及紅色暴雨警告生效期間：導賞團的戶外部份將會取消。
10. Please refer to <https://www.uchicago.hk/about-us/privacy-notice/> for the Privacy Note of HCIC.
有關本中心的私隱政策，請瀏覽網址：<https://www.uchicago.hk/about-us/privacy-notice/>

The undersigned hereby confirms that all the information given are correct and complete, and agrees with the Notes on Application above.

茲證明上述資料均正確無訛、無遺漏並同意上述申請須知。

Signature of Applicant and Official Stamp 申請人簽署及團體蓋印

Date 日期: