

申請須知 Notes for Application

如欲申請由賽馬會創意藝術中心（JCCAC / 中心）提供的團體導賞服務，請參考此「申請須知」後填妥網上申請表，連同其他所需資料提交申請。

If you are interested to apply for the Group Guided Tour organised by Jockey Club Creative Arts Centre (JCCAC / the Centre), please read this “Notes for Application” and complete the online application form with required supplementary information.

1. 合資格申請導賞服務的團體包括：(a) 註冊學校、(b) 註冊慈善團體或 (c) 註冊非牟利團體。
The following types of organisation are eligible to apply for the group guided tour service: (a) registered school, (b) registered charitable organisation or (c) registered non-profit-making organisation.
2. 每團人數最少 20 人，最多 40 人。
Each group is limited to a minimum of 20 persons and a maximum of 40 persons.
3. 申請團體須於最少一個月至最多兩個月前向 JCCAC 提交申請。導賞服務時間為每月第一及第三個星期四及五，上午 10 時 30 分至下午 1 時；或下午 2 時至 5 時。
Applications must reach JCCAC at least one month or no more than two months before the tour date. Tours are available in the first and third weeks on Thursdays and Fridays every month, from 10:30 a.m. to 1 p.m. or from 2 p.m. to 5 p.m.
4. JCCAC 會以先到先得方式分配導賞團名額。JCCAC 保留最終決定權，決定是否提供導賞服務及決定任何導賞服務的具體安排和細節。
Places will be allocated on a first come, first served basis. Whether or not guided tour service can be offered for any application is at the sole discretion of JCCAC. JCCAC reserves the right to decide the content and arrangement related to any guided tour service offered.
5. 申請學校、慈善或非牟利團體請附上團體註冊文件副本以證明其資格合適。團體
School, and charitable and non-profit-making organisations must submit a copy of their registration document to proof eligibility.
6. 每團導賞約 45 分鐘。如有任何參觀者行為不當，例如(但不限於)破壞展品或滋擾他人，JCCAC 有權終止有關導賞服務並要求有關參觀者即時離場。
Each guided tour generally lasts around 45 minutes. JCCAC reserves the right to terminate the guided tour and ask the visitor to immediately leave the premises if the visitor's behaviour is found to be inappropriate, such as (but is not limited to) tempering with the exhibits or causing nuisance to other people.
7. 若三號或以上颱風，或紅色或黑色暴雨警告生效，所有導賞服務將被取消而不作另行通知。受影響的團體可致電在項8中提及的中心職員作改期安排。
When typhoon signal No. 3 or above; or the red/black rainstorm warning is hoisted, all guided tours will be cancelled without further notice. Please call our contact staff mentioned in par. 8 below for rescheduling.
8. 如有任何查詢，歡迎致電2319 2502與本中心項目主任林小姐聯絡。如欲遞交申請，請填妥網上申請表及上載其他所需資料。
For enquiries, please contact our Programme Officer Ms. Lam on 2319 2502. To submit application, please complete the online application form with required supplementary information.