



團體導賞服務 Docent Service for Groups

只供本地註冊的慈善團體、非牟利機構、幼稚園、小學、中學、特殊學校、專上學院及大學申請。費用全免。
Only for local registered charitable organizations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities. Free of charge.

導賞服務地點 Location for Docent Service

「文物探索之旅」常設展覽導賞服務 “Explore Our Heritage” Permanent Exhibition Docent Service

介紹常設展覽內容、有關本港出土文物和文物建築的展品。展覽位於尖沙咀九龍公園香港文物探知館一樓。
Cover the content of the Permanent Exhibition, and the local archaeological and built heritage on display. The Exhibition is on 1/F of the Hong Kong Heritage Discovery Centre, Kowloon Park, Tsim Sha Tsui, Kowloon.

開始時間 : 10:30 – 16:30, 逢星期一至五 Monday to Friday

Starting Time (逢星期四、農曆年初一及年初二除外 Except Thursdays & the first two days of the Chinese New Year)

每節報名人數 No. of Visitors per Session: 最少 Min.: 10. 最多 Max.: 20. 每節 Each Session: 1 小時 (hour)

「活化後的前威菲路軍營」導賞服務

“Former Whitfield Barracks after Adaptive Re-use” Docent Service

香港文物探知館的前身是威菲路軍營的其中兩座歷史軍事建築，導賞將介紹它的歷史、建築特色、修復前後的變化，以及活化再利用的概念。探知館位於尖沙咀九龍公園內。

Cover the history and architectural features of the two remaining historic Barracks, which have been revitalized as Hong Kong Heritage Discovery Centre (situated in Kowloon Park, Tsim Sha Tsui). It will also introduce the Centre's then and now, and the concept of adaptive re-use.

開始時間 : 10:30 – 16:30, 逢星期一至五 Monday to Friday

Starting Time (逢星期四、農曆年初一及年初二除外 Except Thursdays & the first two days of the Chinese New Year)

每節報名人數 No. of Visitors per Session: 最少 Min.: 20. 最多 Max.: 40. 每節 Each Session: 1 小時 (hour)

「屏山鄧族文物館暨文物徑訪客中心」導賞服務

“Ping Shan Tang Clan Gallery cum Heritage Trail Visitors Centre” Docent Service

介紹位於元朗的屏山鄧族文物館常設展覽，包括有關鄧族及新界地區的歷史文化，以及屏山文物徑相關古蹟。
The Gallery is located in Yuen Long. Docents will cover the permanent exhibition which is depicting the history and culture of the Tang Clan and the New Territories, as well as the monuments along the Ping Shan Heritage Trail.

「屏山文物徑」導賞服務的詳情 Details for docent service at the “Ping Shan Heritage Trail”: <http://www.amo.gov.hk>

時間 Time: 10:30 – 11:30、11:30 – 12:30、14:30 – 15:30、15:30 – 16:30, 逢星期二至六 Tuesday to Saturday
(農曆年初一至初二除外 Except the first two days of the Chinese New Year)

每節報名人數 No. of Visitors Per Session: 最少 Min.: 15. 最多 Max.: 30. 每節 Each Session: 1 小時 (hour)

「碗窰展覽」導賞服務 “Wun Yiu Exhibition” Docent Service

展覽位於大埔上碗窰村。透過導賞，參加者將更瞭解展覽內容，包括窰址的歷史及燒製瓷器的過程，以及新界地區早期工業發展等。因場地所限，建議參加團體乘坐小型校車或旅遊車前往上碗窰村，下車後參加者需上樓梯前往展覽場地。

The Exhibition is located in Sheung Wun Yiu Village, Tai Po. Docents will cover the history of the kiln site, the process by which the porcelain was produced and the development of early industry in the New Territories. Due to site constraints, it is suggested to go by mini-school bus or mini-coach. Visitors need to walk upstairs to the gallery after getting off the coach.

時間 Time: 10:30 – 11:30、11:30 – 12:30、14:30 – 15:30、15:30 – 16:30, 逢星期一至日 Monday to Sunday
(逢星期四、聖誕日、聖誕翌日、元旦日及農曆年初一至年初三除外
Except Thursdays, Christmas Day, Boxing Day, New Year's Day & the first 3 days of the Chinese New Year)

每節報名人數 No. of Visitors Per Session: 最少 Min.: 20. 最多 Max.: 40. 每節 Each Session: 1 小時 (hour)

導賞服務地點 Location for Docent Service

(續 cont'd)

「前九龍英童學校及香港天文台 1883 大樓」導賞服務

“Former Kowloon British School and 1883 Building of Hong Kong Observatory” Docent Service

前九龍英童學校經修復後現闢作古物古蹟辦事處，1883 大樓由落成至今都是香港天文台總部。導賞員將介紹這兩幢位於尖沙咀彌敦道（136 號及 134 號 A）的法定古蹟的歷史及建築特色。

The School has been restored as the Antiquities and Monuments Office, while the 1883 Building has been the headquarters of the Hong Kong Observatory since its establishment in 1883. Docents will introduce the declared monuments' history and built merits. The buildings are respectively situated at 136 and 134A, Nathan Road, Tsim Sha Tsui, Kowloon.

時間 Time: 14:30 – 15:30, 逢星期五 Fridays (公眾假期除外 Except public holidays)

每節報名人數 No. of Visitors Per Session: 最少 Min.: 15. 最多 Max.: 30. 每節 Each Session: 1 小時 (hour)

申請須知 Application Notes

1. 團體導賞服務是為本地註冊的慈善團體、非牟利機構、幼稚園、小學、中學、特殊學校、專上學院及大學而設，參觀團體須安排最少一位領隊隨團，並照顧參加者及維持秩序。如每節的報名人數低於指定人數，有關申請將不獲處理。為殘疾人士或長者提供服務的註冊團體、機構或學校，每團最少人數則為 10 人。
Local registered charitable organizations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities may apply for the docent service on a group basis. Participating organizations / schools should assign at least one leader to take care of the group members. If the no. of visitors for each session is less than minimum number of visitors as specified, the application will not be processed. For registered organizations, institutions or schools serving people with disabilities or the elderly, minimum 10 persons per tour.
2. 古物古蹟辦事處（下簡稱「辦事處」）將按先到先得形式處理申請。參觀團體可由參觀日起計一至三個月內於辦公時間內致電 2208 4406 預約，在預約後一星期內將填妥的申請表連同證明文件副本（見第 3 項至第 5 項須知），交回香港文物探知館教育及宣傳組。未能如期交表者，其電話預約即自動取消。如申請之參觀日期距遞交申請表的時間少於一個月，辦事處有權不處理其申請。關於導賞服務的申請、結果及各項安排，辦事處擁有最終決定權。
The Antiquities and Monuments Office (the Office) will arrange the docent service on a first come first served basis. Applications should be made from **1 to 3 months before the date of visit**. Please call 2208 4406 during office hours for reservation first, then submit the duly completed form together with copies of supporting documents (see Notes 3 to 5) to Education and Publicity Unit, Hong Kong Heritage Discovery Centre within one week after the telephone booking. Or, the booking will be cancelled. The Office reserves the right not to consider any application made less than one month before the date of visit. Tour arrangements and results of application are subject to the Office's final decision.
3. 香港註冊的幼稚園、小學、中學、特殊學校、專上學院及大學：辦事處有權要求學校遞交有關證明文件的副本，以便核實其申請資格。
Kindergartens, primary / secondary / special schools, post-secondary institutions and universities registered in Hong Kong: If necessary, schools shall provide copies of supporting documents for verification of the eligibility.
4. 香港註冊的非牟利機構及註冊慈善團體：必須已根據社團條例或公司條例註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。申請時須遞交以下其中一項證明文件的副本：
Charitable or non-profit-making organizations registered in Hong Kong: The organization should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved charitable institutions or trusts of a public character. The organization is required to provide photocopies of one of the supporting documents as listed below:
 - a) 稅務署依據稅務條例第 88 條發出之信件；或
Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
 - b) 香港政府憲報所列之註冊慈善團體名單；或
List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
 - c) 社會福利署所發出之信件證明該團體為政府資助的團體；或
Letter issued by the Social Welfare Department stating that the organization is government subvented; or
 - d) 該團體的章程或組織章程大綱及章程細則，或有關條例或信託契約中，必須明文規定：若團體解散，其成員不得分享利潤或資產。
The organization's Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organization do not take any share of the profits nor any share of the assets upon the dissolution of the organization.



申請須知 Application Notes

(續 cont'd)

5. 第 3 項及第 4 項的所列的證明文件副本必須由團體負責人正式簽署並附團體蓋印。
Copies of supporting documents required at Notes 3 and 4 should be certified by an authorized officer of the organization and furnished with official chop.
6. 申請如獲批准，辦事處將致函覆實。敬請準時到達指定集合地點。遲到 15 分鐘或以上者，導賞員有權縮短行程並於指定時間結束。申請者如欲取消活動，請儘早賜電告知，並須補交書面通知以供存檔，已取消的活動將不作補辦。如欲更改參觀安排，如日期、時間、人數等，則必須重新申請。
Successful application will be confirmed in writing. The groups are expected to be punctual. Docents reserve the right to finish the tour according to the scheduled time or make alternations on the route if the group is late more than 15 minutes. Cancellations requires notice by phone and then in writing for the Office. No other arrangements for the cancellation. New application is required for any change of the visit, e.g. date / time / visitor numbers, etc.
7. 根據個人資料（私隱）條例第十八、二十二及附表一載列的第六原則，申請人有權要求查閱及更正表格內所提供的個人資料。申請表格內所提供的個人資料將作安排導賞服務之用及將存檔於辦事處作紀錄。申請人如欲查閱及更正表格所收集的個人資料，請致電 2208 4413 與二級助理館長（教育活動）聯絡。
All applicants have the right to request access to and make correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Personal data provided in this form will be used for arranging docent service and will enter in the record of the Office. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact Assistant Curator II (Education Activities) of the Office at 2208 4413.

查詢 Enquiry

電話 Tel. No.: 2208 4406, 辦公時間 Office Hours: 0930 – 1230 & 1430 – 1730, 星期一至五 (Monday to Friday)

地址 Address:

傳真 Fax: 2377 9792

九龍尖沙咀海防道九龍公園香港文物探知館

電郵 Email: enews@amo.gov.hk

Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon

除特別註明外，中文或英文填寫均可。Unless otherwise specified, please complete the form in either Chinese or English.



團體導賞服務申請表 Application Form for Docent Service for Groups

請先詳閱申請須知，並以正楷填寫本表格，敬請由學校或團體之負責人，如校長、主席、行政秘書等簽署。

Please read through the Application Notes, and write in block letters. This form requires signature from authorized officer of the school / organization, e.g. Principal, Chairman or Executive Secretary, etc.

學校 / 團體名稱 School / Organization Name (如為殘疾人士或長者提供服務的註冊團體或學校，請剔選 Please tick the box if your organizations or schools serving people with disabilities or the elderly)

學校 / 團體地址 School / Organization Address

活動負責人 Person in Charge

手機號碼 Mobile No

傳真號碼 Fax No.

辦公室電話號碼 Office Tel. No.

先生 Mr. 女士 Ms. 太太 Mrs.

所需導賞服務 Docent Service Required	每節報名人數 Visitors per Session	粵語 Cantonese	英語 English
「文物探索之旅」常設展覽導賞服務 "Explore Our Heritage" Permanent Exhibition Docent Service	最少 Min.: 10 最多 Max.: 20		
「活化後的前威菲路軍營」導賞服務 "Former Whitfield Barracks after Adaptive Re-use" Docent Service (不包括常設展覽廳 Permanent Exhibition Gallery excluded)	最少 Min.: 20 最多 Max.: 40		
「屏山鄧族文物館暨文物徑訪客中心」導賞服務 "Ping Shan Tang Clan Gallery cum Heritage Trail Visitors Centre" Docent Service	最少 Min.: 15 最多 Max.: 30		
「碗窑展覽」導賞服務 "Wun Yiu Exhibition" Docent Service	最少 Min.: 20 最多 Max.: 40		N.A. 不適用
「前九龍英童學校及香港天文台 1883 大樓」導賞服務 "Former Kowloon British School and 1883 Building of Hong Kong Observatory" Docent Service	最少 Min.: 15 最多 Max.: 30		N.A. 不適用
導賞日期 Date of Docent Service	時間 Time	年歲 Age Group	年級 Grade
參觀人數 No. of Visitors	領隊數目 No. of Leaders	總人數 Total Visitors	

申請者簽署 Signature of Applicant

茲證明上述資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。The undersigned hereby certifies that all the information given on this form is correct and complete, and has read and understood the Application Notes.

校長 / 團體負責人姓名 Name of Principal / Organization Person in Charge

學校 / 團體印鑑 School / Organization Chop

簽署 Signature

日期 Date