



Docent Service for Groups at Heritage Trail

Only for local registered charitable organizations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities. Free of charge.

Location for Docent Service

The opening of the locations to the public will be subject to the latest notice of the site owner / person-in-charge.

Ping Shan Heritage Trail

Route 1 (1.5hrs): Tat Tak Communal Hall (closed on Tuesdays), Tsui Sing Lau Pagoda (closed on Tuesdays), Sheung Cheung Wai (interior not open to **the** public), Tang Ancestral Hall and Yu Kiu Ancestral Hall.

Route 2 (1 hr): Tang Ancestral Hall, Yu Kiu Ancestral Hall, Kun Ting Study Hall, Ching Shu Hin.

* Guided tours for visiting routes 1 and 2 together would last about 2 hrs.

Separate docent service for Ping Shan Tang Clan Gallery cum Heritage Trail Visitors Centre, please browse:

https://www.amo.gov.hk/en/pingshan_02.php

Lung Yeuk Tau Heritage Trail

Tang Chung Ling Ancestral Hall (closed on Tuesdays), Tin Hau Temple and Lo Wai (interior not open to **the** public).

Due to site constraints, it is suggested to go by mini-school bus or mini-coach.

Central Route of Central and Western Heritage Trail

Statue Square, Cenotaph, Old Supreme Court (interior not open to **the** public), Former French Mission Building (interior not open to **the** public), St. John's Cathedral and Flagstaff House (Museum of Tea Ware).

Sheung Wan Route of Central and Western Heritage Trail

Western Market (North Block), Old Site of the Possession Point (Shui Hang Hau), Kwong Fook I Tsz, Old Pathological Institute (Hong Kong Museum of Medical Sciences, closed on Mondays), Chinese Young Men's Christian Association of Hong Kong (interior not open to **the** public) and Man Mo Temple.

Starting Time

10:00 – 15:30, Monday to Sunday. (1.5hrs/session unless otherwise specified).

No. of Visitors per Session on Application

Min.: 20 Max.: 40

To facilitate service delivery in the busy Central and Western Heritage Trail, group will be split if more than 30 persons for one application.

Application Notes

1. Local registered charitable organizations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities may apply for the docent service at heritage trails. 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 20, 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. 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 Sub-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. 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. 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) Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
 - b) List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
 - c) Letter issued by the Social Welfare Department stating that the organization is government subvented; or
 - d) 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.
5. 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. Successful application will be confirmed in writing. The groups are expected to be punctual. Docent reserves 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. 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.

Enquiry

Tel. No.: 2208 4406 Office Hours: 09:30 – 12:30 & 14:30 – 17:30 (Monday to Friday)

Email: enews@amo.gov.hk

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

Fax: 2377 9792

Unless otherwise specified, please complete the form in either Chinese or English.



Application Form for Docent Service for Groups at Heritage Trail

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.

School / Organization Name (Please tick the box if your organizations or schools serving people with disabilities or the elderly)

School / Organization Address

Person in Charge

Mobile No

Fax No.

Mr. Ms. Mrs.

Office Tel. No.

Docent Service Required	No. of Visitors per Session on Application	Cantonese	English
Ping Shan Heritage Trail (Route 1)	Min.: 20 Max.: 40 *To facilitate service delivery in the busy Central and Western Heritage Trail, the group will be split if more than 30 persons for one application.*		
Ping Shan Heritage Trail (Route 2)			
Lung Yeuk Tau Heritage Trail			
Central and Western Heritage Trail – Central Route			
Central and Western Heritage Trail – Sheung Wan Route			

Date of Docent Service	Time	Age Group	Grade
No. of Visitors	No. of Leaders	Total Visitors	

Signature of Applicant

The undersigned hereby certifies that all the information given on this form is correct and complete, and has read and understood the Application Notes.

Name of Principal / Organization Person in Charge

School / Organization Chop

Signature

Date