

## Docent Service for Groups

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

#### “Explore Our Heritage” Permanent Exhibition

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.

Starting Time : 10:30 – 16:30, Monday to Friday (Except Thursdays & the first two days of the Chinese New Year)

No. of Visitors per Session: Min.: 10. Max.: 20. Each Session: 1 hour

#### Former Whitfield Barracks after Adaptive Re-use

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.

Starting Time : 10:30 – 16:30, Monday to Friday (Except Thursdays & the first two days of the Chinese New Year)

No. of Visitors per Session: Min.: 20. Max.: 40. Each Session: 1 hour

#### Ping Shan Tang Clan Gallery cum Heritage Trail Visitors Centre

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.

Details for docent service at the “Ping Shan Heritage Trail”:

<https://www.amo.gov.hk/en/heritage-trails/ping-shan-heritage-trail/index.html>

Starting Time: 10:30 – 15:30, Tuesday to Saturday (Except the first two days of the Chinese New Year)

No. of Visitors Per Session: Min.: 15. Max.: 30. Each Session: 1 hour

#### Wun Yiu Exhibition

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.

Time: 10:30 – 11:30, 11:30 – 12:30, 14:30 – 15:30, 15:30 – 16:30, Monday to Sunday  
(Except Thursdays, Christmas Day, Boxing Day, New Year's Day & the first 3 days of the Chinese New Year)

No. of Visitors Per Session: Min.: 20. Max.: 40. Each Session: 1 hour

#### Former Kowloon British School and 1883 Building of Hong Kong Observatory

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 these two declared monuments' history and built merits. The buildings are respectively situated at 136 and 134A, Nathan Road, Tsim Sha Tsui, Kowloon.

Time: 14:30 – 15:30, Fridays (Except public holidays)

No. of Visitors Per Session: Min.: 15. Max.: 30. Each Session: 1 hour

#### Declared Monuments of the University of Hong Kong

As the oldest tertiary education institution in Hong Kong, the University of Hong Kong has quite a number of monuments in the campus. Docents will lead participants on a walk along the following monuments: Main Building, Hung Hing Ying Building, Fung Ping Shan Building, Tang Chi Ngong Building, Eliot Hall and May Hall (route may change under actual circumstances), and introduce the history and architectural merits of these buildings.

Time: 10:00 – 15:30, Monday to Saturday

No. of Visitors Per Session: Min.: 15. Max.: 30. Each Session: 1.5 hour

**Application Notes**

(cont'd)

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 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. 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. 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. Cancellation 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: 0930 – 1230 &amp; 1430 – 1730 (Monday to Friday)

Email: [enews@amo.gov.hk](mailto: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

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

Visitors per  
Session

Cantonese

English

“Explore Our Heritage” Permanent Exhibition

Min.: 10  
Max.: 20

Former Whitfield Barracks after Adaptive Re-use  
(Permanent Exhibition Gallery excluded)

Min.: 20  
Max.: 40

Ping Shan Tang Clan Gallery cum Heritage Trail Visitors Centre

Min.: 15  
Max.: 30

Wun Yiu Exhibition

Min.: 20  
Max.: 40

N.A.

Former Kowloon British School and 1883 Building of Hong Kong Observatory

Min.: 15  
Max.: 30

N.A.

Declared Monuments of the University of Hong Kong

Min.: 15  
Max.: 30

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