

## **Notes to Applicants**

1. The guided tours in Cantonese will be held every Friday, Saturday, Sunday and on public holidays (except the first three days of the Lunar New Year). Four sessions will be held on each opening day at the timeslots below:
  - (i) 10:15 – 11:45
  - (ii) 12:15 – 13:45
  - (iii) 14:15 – 15:45
  - (iv) 16:16 – 17:45
  
2. Our website will be updated at 10am on Monday or on the first working day of the week for the available timeslots of the upcoming four weeks. As quotas are limited, successful applicants who cannot join the guided tour please inform us to cancel the appointment as soon as possible, so that the quota can be released to applicants on the waiting list.
  
3. Quota for each guided tour is 24. Only on-line applications are accepted and will be processed **on a first come, first served basis**. Applications through other means, such as telephone, email or fax will not be accepted.
  
4. Each application can apply for **two** seats at a time. No group application is available at the moment.
  
5. Applicants are required to provide contact information, including emergency contact point. Applications with incomplete information or successful applicants bringing additional participant(s) on site will not be accepted.
  
6. If applicant requires wheel chair or has other special need, please indicate in the “Supplementary Information” of the form.
  
7. The **application deadline** for guided tours on Fridays, Saturdays and Sundays will be **5:00 pm on Wednesdays** of the same week; for guided tours on public holidays that fall within Monday to Thursday, the application deadline will be announced separately. All applicants will be notified by email. The **confirmation emails will be sent to successful applicants on the first working day after the deadline**.
  
8. The waiting list will expire **by noon of the working day before the guided tour**.

9. Successful applicants are required to present the confirmation email to venue staff members for checking. Enrolment on site or additional participant(s) that has/have not received confirmation email will not be accepted.
10. Successful applicants must arrange his/her own transportation to Haw Par Mansion and after the guided tour. No parking space is available at the mansion.
11. Please note that loud speaker may be used by docents during the tours.
12. During the guided tour, participants should take care of their own safety and personal belongings, and follow the instructions given by venue staff members. AMO will not be responsible for any loss or damage of personal belongings or injury of the participants.
13. Participants are not allowed to eat, drink and smoke in the mansion, except for drinking water or taking medication.
14. Please treasure heritage. Do not perform acts that could harm the mansion and exhibits during the visit (e.g. pounding on glass panels, operating doors and windows, using the furniture on display, etc.). AMO reserves the rights to claim compensation for any loss or damage.
15. To ensure smooth delivery of guided tours, participants are not allowed to use drone or tripod for photo-taking or video shooting.
16. Participants are not allowed to bring along animals except guide dogs accompanying visually impaired visitors.
17. Haw Par Mansion is currently re-opened to the public through guided tours. Participants are not allowed to use the guided tours for profit-making or non-profit-making purposes, such as street performances, outdoor shows, commercial photography and videography, etc. Venue staff members have the rights to refuse entry of any participants or ask them to leave the site immediately if they refuse to abide by the rules.
18. Please click [here](#) for the special arrangements of the education activities under

inclement weather conditions, which apply to the guided tours of Haw Par Mansion.

19. AMO reserves the rights of the final decision on the arrangements of the guided tours. All the personal data collected is solely used for processing the applications.

20. For enquiries, please call 2208 4406 / 2208 4407 during office hours.