



Application Form for Docent Service for Groups to Visit “The Majestic Han: A Golden Age of Vigour and Cultural Integration” exhibition

Please read through the Application Notes, and write in block letters. This form requires signature from authorised officer of the school / organisation, e.g. principals, relevant panel chairmen, chairmen or executive secretaries of NPOs etc.

Name of school / organisation (Please tick the box if your organisation or school serves people with disabilities or the elderly)

Address of school / organisation

Person in Charge

Mobile No

Email Address.

Office Tel. No.

Mr. Ms. Mrs.

Docent Service Required

**Visitors per
Docent**

Cantonese

Putonghua

English

“The Majestic Han: A Golden Age of Vigour and Cultural Integration”
exhibition

Min.: 10
(No max. limit)

Date of Docent Service

Timeslots 13:15-14:15
 10:15-11:15 14:15-15:15
 11:15-12:15 15:15-16:15
 12:15-13:15 16:15-17:15

Age Group

Grade

No. of students / participants

No. of leader(s)

Total no. of visitors (the no. of docent sessions will be subject to the total no. of visitors)

Free Transportation (Applied to all eligible applicants)

Please tick the box if you would like to request **FREE transportation service** (subject to availability; except closed areas and closed roads).

* 27-seater or 60-seater is available for selection.

* Applicants will be informed of the results of their transportation requests not later than 10 working days before the date of docent service.

* Each session of free transportation approved is 4 hours (inclusive of travelling and waiting time).

* Cancellation of free transportation approved should be made no less than 48 hours before the pick-up time.

* FREE transportation is only provided to the group visits to ‘The Majestic Han: A Golden Age of Vigour and Cultural Integration’ Exhibition

Pick-up time

Departure time (from Hong Kong Heritage Discovery Centre)

Pick-up location

Drop-off location

Rehab bus (to be arranged by applicants only) entry to Kowloon Park is required :

Rehab bus license plate no.

Arrive time:

Departure time:

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 / Organisation Person in Charge

School / Organisation Chop

Signature

Date

Docent Service for Groups

Free docent services are only for local registered charitable organisations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities.

Docent Service of the “The Majestic Han: A Golden Age of Vigour and Cultural Integration” exhibition

The exhibition is divided into 6 thematic sections, covers areas including political system, economic development, cultural traditions, scientific achievements, royal entertainment and folk life, as well as the exploration of the Silk Road, to showcase the dynamic and innovative spirit of the Han dynasty.

Docent service period : 10:15 – 16:15 from Monday to Wednesday, and Friday (except public holidays)

No. of visitors persession: Min.: 10. (No max. limit)

Duration of each docent tour: 1 hour

Application Notes

1. Local registered charitable organisations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities can apply for the docent service on a group basis. Participating organisations / 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 specified, the application will not be processed.
2. AMO will arrange the docent service on a first-come first-served basis. Applications are preferably to be made at least **1 month before the date of visit**. Please call **2208 4470** during office hours for reservation first, then submit the completed form together with copies of supporting documents (see Notes 3 to 5) to Education and Publicity Sub-unit of AMO at Hong Kong Heritage Discovery Centre within one week after the telephone booking. Or else, the booking will be cancelled. Tour arrangements and results of applications are subject to AMO's final decision.
3. For kindergartens, primary / secondary / special schools, post-secondary institutions and universities registered in Hong Kong, please provide copies of supporting documents for verification of the eligibility.
4. For charitable or non-profit-making organisations registered in Hong Kong, the organisation should be registered under the Societies Ordinance or Companies Ordinance, formed by statute, registered on the list of approved charitable institutions or trusts of a public character and 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 organisation is government subvented; or
 - d) the organisation's Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed to state that members of the organisation do not take any share of the profits nor any share of the assets upon the dissolution of the organisation.
5. Copies of supporting documents required vide Notes 3 and 4 should be certified by an authorised officer of the organisation and furnished with official chop.
6. Successful application will be confirmed in writing. The groups are expected to be punctual. Docents reserve the rights to finish the tour according to the scheduled time or make alternations on the route if the group is late more than 15 minutes. Please inform AMO by phone, followed by writing for cancelling the tour booked. New application is required for any change of the visit, e.g. date / time / visitor numbers, etc.
7. All applicants have the rights to request access to and make correction of personal data as stated in this form in accordance with Sections 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 AMO. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact Assistant Curator II (Education Activities) of AMO on 2208 4413.

Enquiry and Submission

Tel. No.: 2208 4470 Office Hours: 0930 – 1300 & 1400 – 1730 (Monday to Friday)

Email: registration@amo.gov.hk

Address: Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon (Please apply via email)

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