

Group Visit Application Form

團體參觀申請表

Name of organization/ Institution 參觀團體 / 機構名稱 :

Address of organization / Institution 團體 / 機構地址 :

Contact Person 聯絡人 : _____ Position 職銜 : _____

Phone 聯絡電話 : _____ Fax 傳真 : _____

Email 電郵 : _____

Type of visitors 參觀者類別

Student 學生 (Faculty 學系: _____) PT / FT 半/全職: _____

Course/ Programme 課目/課程: _____ Year 年級: _____

Professional Staff 機構職員 (Profession 專業: _____)

Volunteer Group 義務機構 (Name 機構名稱: _____)

Others 其他: _____

Language 語言: Cantonese 廣東話 English 英語 Putonghua 普通話

No. of visitors 參觀人數#: _____ Planned Date 計劃參觀日期#: _____

Visiting Time 參觀時間# :

Friday 星期五: 9:30 am – 11:00 am 11:30 am – 1:00 pm

2:00 pm – 3:30 pm 4:00 pm – 5:30 pm

Other date and time 其他日期和時間: _____

Due to limited space and staff, we will limit the number of visitors between 10 and 30 at each visit. Please note that guided visit will not be arranged if the number of visitors is more/fewer than required or charge separately.

由於人手和地方的限制，參觀人數每次不少於 **10** 人和不多於 **30** 人。如果參觀人數未達/多於指定規定，本院恕不會安排是次參觀。

Duration of each visit is around 1.5 hours. 每次參觀時間約 **1 小時 30 分鐘**

The visits are scheduled regularly on Friday.

參觀通常安排於星期五進行

I wish to receive latest news and training programme information from SPHC/JCHH in the future.
我希望將來能夠收到來自 善寧會/賽馬會善寧之家的資訊和課程資料

Remarks (Interested areas /Special requests) 備註 (特別興趣/要求) :

Name of Applicant 申請人姓名 : _____ Position 申請人職銜: _____

Organization Chop 機構蓋印 : _____ Date 日期: _____

APPLICATION DETAILS 申請參觀事項:

1. An administration charge of HK\$2,000 will be required.
導賞行政費用港幣 2,000 元
2. Application form should be submitted at least two weeks before the planned visit.
申請表格於計劃參加日期兩個星期前提交
3. Applications are processed on a first-come-first-served basis.
參觀名額有限，先到先得
4. Completed application form should be faxed to 2336 2776 or email to sphc@hospicecare.org.hk or mailed to 18 A Kung Kok Shan Road, Shatin, NT.
請填妥申請表格並傳真至 2336 2776 或電郵至 sphc@hospicecare.org.hk 或郵寄至沙田亞公角山路 18 號 賽馬會善寧之家
5. Confirmation will be informed within one week.
本院職員收妥申請表格後，會於一星期內確實申請
6. Full payment should be settled one week in advance
導賞行政費用須於參觀日期前一星期繳付
7. Please notify us no later than 3 working days if request of reschedule or cancellation. No refund will be arranged for cancellation.
如需要更改參加日期或取消，請於參加日期前三個工作天內與我們聯絡。所繳費用，不設退款
8. For enquiries 查詢電話 : 2331 7000