

## Group Visit Application Form

### 團體參觀申請表

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

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Address of organization / Institution 團體 / 機構地址：

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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

1<sup>st</sup> Saturday of the month 每月的第一個星期六:  10:00 am – 11:30 am

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或單獨收費。

# 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 and first Saturday of the month.

參觀通常安排於**星期五**或**每月的第一個星期六**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) :**

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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. Fee: **Four** FREE visit quotas are offered monthly.

**\*\*A service charge of HKD 2000 will be required for the following circumstances:**

- a. if the applying organization provides their members / the visitors with at cost service,
- b. requires a special arrangement outside our regular visiting period and/or
- c. while the free quota is full.

收費: 每月設四個免費參觀名額

**\*\*如遇以下情況，將收取港幣 2000 為導賞行政費用：**

- a. 團體向參加者收取參觀費用
- b. 特別要求非指定的參觀時間
- c. 免費參觀名額已滿

2. Application form should be submitted at least one month before the planned visit.

申請表格於計畫參加日期一個月前提交

3. Applications are processed on a first-come-first-served basis.

參觀名額有限，先到先得

4. Completed form should be faxed to 2336 2776 or mailed to 18 A Kung Kok Shan Road, Shatin, NT

請填妥表格傳真至 2336 2776 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. Cancellations should be informed before two weeks. 取消參觀需在兩星期前通知

7. For enquiries 查詢電話 : 2331 7000