

Important Notes
CHAT Learning Tour for Schools and Groups Booking
CHAT六廠 學校及團體共學團 申請須知

1. Please send booking form at least 30 days prior to the intended visit date via email to enquiry@mill6chat.org or by post to Centre for Heritage, Arts and Textile, The Mills, 45 Pak Tin Par Street, Tsuen Wan, NT, Hong Kong.
請在預定的到訪日期前至少30天遞送申請，您可電郵至 enquiry@mill6chat.org 或 郵寄至 新界荃灣 白田壩街45號 南豐紗廠 六廠紡織文化藝術館。
2. Booking Acknowledgement will be e-mailed to the applicant within 7 working days upon receipt of the application. If the applicant does not receive the acknowledgement within the above-mentioned period, please contact the Visitor Experience Department at 3979 2301 during office hours (10:00-18:00).
申請確認將於收到申請後7個工作天內以電郵發出。若申請人未在上述期限內收到確認電郵，請於辦公時間(10:00-18:00)致電3979 2301與訪客服務部聯絡。
3. Tour applications will be processed on first-come-first-served basis.
共學團以先到先得原則分配。
4. Confirmation of tour booking along with Invoice of the tour fee will be sent within 7 working days after Booking Acknowledgement. Tour booking will only be secured after payment is made and paid fee is non-refundable.
確認書以及付款通知將在預定確認後的7個工作天內發送。學校及團體共學團預訂僅在付款後確保，並且不設退款。
5. Personal information collected in this form will be used for one or more of the following purpose(s):
本表格中收集的個人資料將用於以下一個或多個用途：
 - (a) processing booking of CHAT Learning Tour for Schools and Groups 處理學校及團體共學團預訂
 - (b) provision of visitor services 提供訪客服務
 - (c) compiling statistical analysis 編制統計數據
6. Please provide all required information on the application form or application may not be processed.
如果您未能提供申請表格內所要求的個人信息，您的申請將不會被進一步處理。
7. If the applicant wants to correct or access the personal information provided in this form, please contact our Visitor Experience Department during office hours.
如申請人需更正或查閱表格中提供的個人資料，請在辦公時間內致電訪客服務部聯絡。
8. To reschedule Confirmed Tour, please contact the Visitor Experience Department at 3979 2301 at least 7 working days before the tour date.
如欲更改CHAT共學團的預定日期和時間，請在確認的導賞團日期前7個工作日致電 3979 2301聯繫訪客服務部。

CHAT Learning Tour for Schools and Groups – Booking Form
CHAT六廠 學校及團體共學團 – 申請表

Please email the completed form to 請把填妥之表格電郵至: enquiry@mill6chat.org

Group Information 團體資料

Name of Group 團體名稱 _____

Number of Participants 人數 _____ Age Range 年齡範圍: _____

Special Needs 特殊需要 Yes 有 (please specify below 請於下方註明) No 無

Proposed Visit Date & Time 擬到訪日期及時間

1st Choice 首選 _____ (date 日期) from _____ to _____ (time 時間)

2nd Choice 次選 _____ (date 日期) from _____ to _____ (time 時間)

Language 語言 English 英語 Cantonese 粵語 Putonghua 普通話

Activities 活動 Tour & Workshop 共學團及工作坊: HK\$50 (per person 每位)

VR Experience 虛擬實景體驗: HK\$15 (per person 每位)

Person-in-charge 負責人

Name 姓名 _____ Mr 先生 Ms 女士

Position 職位 _____ Phone No. 電話 _____

Email 電郵 _____

Payment 付款

Total Amount 付款金額 Tour & Workshop 共學團及工作坊: HK\$50 x _____ pax 人 = HK\$ _____

VR Experience 虛擬實景體驗: HK\$15 x _____ pax 人 = HK\$ _____

Total Amount 總金額: HK\$ _____

Payment Method 付款方法 By Cheque 支票

By direct deposit to Mill 6 Foundation's bank account 直接存款

It is hereby confirmed that I, _____, have read and understood the Important Notes and Rules for Participation for CHAT Learning Tour for Schools and Groups and will arrange necessary manpower from our organisation to ensure participants observe the same during our visit.

在此聲明，我 _____ 已閱讀並理解CHAT六廠學校及團體共學團申請須知，並將安排我方機構的必要人力，以確保共學團參與者在訪問期間遵守相同的規定。

Signature with Organisation Stamp 簽名及所屬機構蓋章

Date 日期

House Rule 場館守則

1. Smoking, eating and drinking is prohibited inside CHAT's premises.
六廠紡織文化藝術館範圍內不准吸煙及飲食。
2. Persons not properly attired are not admitted.
衣履不整，恕不招待。
3. Bags bigger than the dimensions of 29.7cm*42cm, backpack and long umbrella are not allowed in the galleries. Please place such article(s) at the self-service lockers. All wet umbrellas have to be either left at reception or kept in the bags of visitors.
29.7 X 42 厘米 (11.7 X 16.5 吋) 以上手提袋、背包及長傘均禁止帶入展廳。如有上述物品請寄存於自助儲物箱，長傘可放在服務台附近的雨傘架，短傘請放在手提包內。
4. With the exception of guide dogs, no animals are permitted.
除註冊導盲犬，本館禁止動物進入。
5. Photos, voice recordings and videos may be taken for private use. No use of selfie sticks, laser pointer, flashlight and tripods, unless expressly permitted. For non-personal, professional and commercial use, please contact CHAT's staff to obtain specific permission.
除獲授權人士外，展廳內不得使用「自拍棒」、鐳射指示器、閃光燈及攝影腳架。本館歡迎參觀者拍照、錄影或錄音留念。如因學術或商業用途而需進行拍照、錄影或錄音，請向職員查詢。
6. CHAT reserves the right to prohibit anyone from bringing any article or object into the galleries.
六廠紡織文化藝術館有權禁止觀眾攜帶任何物品進入展廳。
7. Persons who may in the sole opinion of CHAT constitute a threat to safety or good order, including those apparently under the influence of drugs or alcohol are not permitted.
六廠紡織文化藝術館有權阻止被認為會對安全或秩序構成威脅的人士，包括明顯受藥物或酒精影響的人仕進入。
8. Children below the age of 10 should be accompanied by an adult who is above age of 18.
十歲以下小童需由年滿十八歲人士陪同方可進場。
9. Please switch your phone or other beeping/ringing devices to silent mode and respect your fellow visitors' enjoyment. If you wish to make a phone-call, please be discreet whilst in the galleries.
尊重他人，請將手提電話或其他響鬧裝置調教至靜音模式。如必須使用手提電話，請降低聲量。
10. Please do not touch the artwork or exhibits, unless otherwise permitted.
請勿觸摸展品，個別標示可接觸展品除外。
11. Rules subject to change per artist request.
守則根據展覽性質或有所更改。
12. The content of these House Rules may be amended or supplemented by CHAT at any time without prior notice.
六廠紡織文化藝術館可隨時修訂或補充此場館守則的內容而不作另行通知。