

### 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](mailto:enquiry@mill6chat.org) or by post to Centre for Heritage, Arts and Textile, The Mills, 45 Pak Tin Par Street, Tsuen Wan, Hong Kong.  
請在擬到訪日期前至少30天遞交申請，填妥之表格可電郵至 [enquiry@mill6chat.org](mailto:enquiry@mill6chat.org) 或 郵寄至香港荃灣 白田壩街45號 南豐紗廠 六廠紡織文化藝術館。
2. Booking Acknowledgement will be emailed 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 opening hours (11:00am-7:00pm, Wednesday to Monday).  
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（11:00am-7:00pm, 星期三至星期一）致電 3979 2301聯絡訪客服務部。
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 for any voluntary cancellation.  
申請確認預約後，我們會於7個工作天內確認預約以及發出付款通知。只有在付款後才能確保預約成功，無故取消預約將不設退款。
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 處理共學團預訂  
(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. 如未能提供申請表內所要求的資料，申請將不被處理。
7. If the applicant wants to correct or access the personal information provided in this form, please contact our Visitor Experience Department during opening hours (11:00am-7:00pm, Wednesday to Monday). 如申請人需更正或查閱表格中提供的個人資料，請於辦公時間（11:00am-7:00pm, 星期三至星期一）致電3979 2301聯絡訪客服務部。
8. To reschedule Confirmed Tour, please contact the Visitor Experience Department at 3979 2301 at least 7 working days before the tour date.  
如欲更改已確認的CHAT共學團日期或時間，請在不少於原定日期7個工作日前致電 3979 2301聯絡訪客服務部。

**CHAT Learning Tour – Booking Form**  
**CHAT六廠共學團 — 申請表**

Please email the completed form to 請把填妥之表格電郵至: [enquiry@mill6chat.org](mailto: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	<input type="checkbox"/> Yes 有 (please specify below 請於下方註明) <input type="checkbox"/> No 無	

**Proposed Visit Date & Time 擬到訪日期及時間**

1st Choice 首選 \_\_\_\_\_ (date 日期) (time 時間) 14:00/ 16:00 to 至 \_\_\_\_\_

2nd Choice 次選 \_\_\_\_\_ (date 日期) (time 時間) 14:00/ 16:00 to 至 \_\_\_\_\_

Language 語言  English 英語  Cantonese 粵語  Putonghua 普通話

Activities & Fees 活動及收費  Tour (45 min): free of charge, with deposit of HK\$500 (max 20 pax per tour)  
 導賞團(45 分鐘)：免費，需付按金 HK\$500 (每團最多 20 人)

Workshop 工作坊 (60 min 分鐘): HK\$50 (per person 每位)

VR Experience 虛擬實景體驗 (6 min 分鐘): 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**

Amount 付款金額  Tour Deposit 導賞團按金 : HK\$500 deposit

Workshop 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 bank account 銀行入賬

It is hereby confirmed that I, \_\_\_\_\_, have read and understood the Important Notes and House Rules for participation of CHAT Learning Tour and will arrange necessary manpower from our organisation to ensure participants observe the same during our visit.

本人\_\_\_\_\_在此聲明，我已閱讀並理解CHAT六廠共學團申請須知及場館守則，我方將安排相應之人力，並確保共學團參加者在活動期間遵守場館相關守則。

Signature with Organisation Stamp 簽名及機構蓋章

Date 日期

**House Rules  
場館守則**

1. Smoking, eating and drinking are prohibited on CHAT's premises.  
六廠紡織文化藝術館範圍內不准吸煙或飲食。
2. Please do not touch the artworks or exhibits unless specified otherwise.  
請勿觸摸展品，個別標示可接觸展品除外。
3. Bags bigger than the dimensions of 29.7cm×42cm (11"×16.5"), backpacks and long umbrellas are not allowed in the galleries. Please place such item(s) in the self-service lockers. All wet umbrellas should either be left at reception or kept in visitors' bags.  
29.7×42 厘米 (11.7×16.5 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內。長傘可放在接待處附近的雨傘架，短傘請放在手提包內。
4. Photos, voice recordings and videos may be taken for private use. The use of selfie sticks, laser pointers, flashlights and tripods is prohibited unless with special permission. For non-personal, professional or commercial use of images and recordings, please contact CHAT's staff to obtain 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。
5. Please respect fellow visitors and switch your phones or other sound-making devices to silent mode. If you wish to make a phone call, please be considerate in volume.  
為尊重其他參觀者，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。
6. Children below the age of 10 should be accompanied by an adult.  
十歲以下小童需由年滿十八歲人士陪同方可進場。
7. Persons not properly attired will not be admitted.  
衣履不整，恕不招待。
8. With the exception of guide dogs, no animals are permitted.  
除註冊導盲犬，本館禁止動物進入。
9. CHAT reserves the right to prohibit anyone from bringing any items or objects into the galleries.  
六廠紡織文化藝術館有權禁止參觀者攜帶任何物品進入展廳。
10. CHAT is under security camera surveillance and recording.  
六廠紡織文化藝術館為保安電視監察及攝錄。
11. Please follow the instructions of CHAT staff.  
請遵從六廠紡織文化藝術館工作人員之指示。

12. Persons who may in the sole opinion of CHAT constitute a threat to safety or good order, including those clearly under the influence of drugs or alcohol, will not be admitted.  
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士進入。
13. No person shall write upon or damage any wall, furniture or any other thing in the gallery, or any exhibit. Visitors shall indemnify the CHAT against any losses, damages or expenses incurred to the damaged, which will be such sum as CHAT staff considers necessary to replace the exhibit or set of exhibits which CHAT exhibit forms a part.  
參觀者不得在六廠紡織文化藝術館內的任何牆壁、傢俱，其他物件或任何展品上塗寫或以任何其他方式損毀招致本藝術館負擔額外開支，參觀者均需作出賠償。參觀者需作賠償的數額相當於六廠紡織文化藝術館負責人認為足以重新添置或維修該等被損毀之物件的款項。
14. If there are too many visitors at CHAT, we will arrange the admission on a first come, first served basis according to the capacity of CHAT.  
如當日參觀人數太多，六廠紡織文化藝術館將因應可容納人數，按先到先得方法安排參觀者入場。
15. The content of the 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。