

CHAT六廠 共學團申請須知: 私人團體及商業機構
Important Notes for CHAT Learning Tour Booking:
Private Groups and Business Corporations

1. 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 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。
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, Hong Kong.
2. 認收通知將於收到申請後7個工作天內以電郵發出。若申請人未在上述期間收到認收電郵，請於辦公時間（星期三至星期一，上午11時至下午7時）致電 3979 2301 聯絡訪客服務部。
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 (11am-7pm, Wed to Mon).
3. 共學團以先到先得原則分配。
Tour applications will be processed on first-come, first-served basis.
4. 確認預約後，申請人將於7個工作天內收到付款通知，並於繳款後始視作預約成功。共學團費用不設退款，唯申請人可在不少於原定日期7個工作天前致電3979 2301訪客服務部，以更改已確認之日期或時間。
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. The paid fee is non-refundable. Applicant may reschedule a tour by contacting the Visitor Experience Department at 3979 2304 at least 7 working days before the booked tour date.
5. 如未能提供申請表內所要求的資料，申請將不被處理。
Please provide all required information on the application form or application may not be processed.
6. 本表格中收集的個人資料將用於以下一個或多個用途：
Personal information collected in this form will be used for one or more of the following purpose(s):
 - A. 處理共學團預訂 processing booking of CHAT Learning Tour
 - B. 提供訪客服務 provision of visitor services
 - C. 編制統計數據 compiling statistical analysis
7. 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（星期三至星期一，上午11時至下午7時）致電3979 2301 聯絡訪客服務部。
If the applicant wants to correct or access the personal information provided in this form, please contact our Visitor Experience Department during opening hours (11am-7pm, Wed to Mon).

CHAT六廠共學團 – 申請表 (私人團體及商業機構)
CHAT Learning Tour – Booking Form (Private Groups and Business Corporations)

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

團體資料 Group Information

公司名稱 Name of Company _____

人數 Number of Participants _____

年齡範圍 Age Range _____

特殊需要 Special Needs

有 Yes (請於下方註明 please specify below)

無 No

擬到訪日期及時間 (只接受星期一、三，下午 2 時或 4 時 及 星期四、五，上午 11 時 30 分，公眾假期除外)

Proposed Visit Date & Time (only on Mon, Wed at 2pm or 4pm and Thu, Fri at 11:30am, except public holidays)

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

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

語言 Language 英語 English 粵語 Cantonese 普通話 Putonghua

活動及需時

導賞團、手作工作坊及《回紡》虛擬實景體驗

45 至 60 分鐘 (每團最多 24 人)

Activities &
Duration

Tour, workshop and *Re-spinning the Yarn* VR Experience:

45 to 60 minutes (max 24 persons per tour)

負責人 Person-in-charge

姓名 Name _____

先生 Mr 女士 Ms

職位 Position _____

電話 Phone No. _____

電郵 Email _____

付款 Payment

付款金額 Amount

8 人或以下 Below 8 participants: HK\$850

9 至 16 人 9-16 participants: HK\$1,500

17 至 24 人 17-24 participants: HK\$2,300

總金額 Total Amount: HK\$ _____

付款方法

Payment Method

支票 By Cheque

銀行入賬 By direct deposit to bank account

本人_____謹此聲明，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守則。

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

簽名及公司蓋章 Signature with Company Stamp

日期 Date

場館守則 House Rules

1. 六廠紡織文化藝術館範圍內不准吸煙或飲食。 Smoking, eating and drinking are prohibited on CHAT's premises.
2. 除個別標示可接觸展品外，請勿觸摸展品。 Please do not touch the artworks or exhibits unless specified otherwise.
3. 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。 Bags bigger than the dimensions of 29.7cm×42cm (11 inches ×16.5 inches), 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.
4. 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拍照、錄影或錄音，請向職員查詢。 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 staff to obtain permission.
5. 為尊重其他參觀者，請將手提電話或其他響鬧裝置調校至靜音模式。如需使用電話，請降低聲量。 Please respect fellow visitors and switch your phones or other sound-making devices to silent mode. If you wish to make use the phone, please lower the volume.
6. 十歲以下小童需由年滿十八歲人士陪同方可進場。 Children below the age of 10 should be accompanied by an adult.
7. 衣履不整，恕不招待。 Persons not properly attired will not be admitted.
8. 除註冊導盲犬，本館禁止動物進入。 With the exception of guide dogs, no animals are permitted.
9. 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。 CHAT reserves the right to prohibit anyone from bringing any items/ objects into the galleries.
10. 六廠紡織文化藝術館為保安電視監察及攝錄。 CHAT is under security camera surveillance and recording.
11. 請遵從六廠紡織文化藝術館工作人員之指示。 Please follow the instructions of CHAT staff.
12. 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。 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.
13. 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。
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.
14. 如當日參觀人數太多，本館將因應可容納人數，按先到先得方法安排參觀者入場。 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.
15. 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。 The content of the House Rules may be amended or supplemented by CHAT at any time without prior notice.