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香港太空館  
HONG KONG SPACE MUSEUM

香港九龍尖沙咀梳士巴利道十號 10, Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong

## Application for School/Group Visit to the Hong Kong Space Museum Exhibition Halls with Free Admission (applicable to visits from September 2024 onwards)

Name of School/Organisation: \_\_\_\_\_

Type:

- |   |   |
|---|---|
| <input type="checkbox"/> Kindergarten                               | <input type="checkbox"/> Registered charitable organisation or non-profit-making organisation   |
| <input type="checkbox"/> Primary school                             | <input type="checkbox"/> School, charitable organisation or non-profit-making organisation<br>serving people with disabilities or senior citizens |
| <input type="checkbox"/> Secondary school                           |   |
| <input type="checkbox"/> Post-secondary institution<br>& university | <input type="checkbox"/> A bona-fide non-profit-making district organisation supported by the<br>District Office of the Home Affairs Department   |

Grade(s) of Students (if applicable): \_\_\_\_\_

Address of School/Organisation: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Name of Person-in-Charge ( Mr/ Ms): \_\_\_\_\_

Position: \_\_\_\_\_

Name of Contact Person on the

Date of Visit ( Mr/ Ms): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Time of Visit: 10:00 a.m. to 12:00 noon

( DD / MM / YY )

The available time slots for visits are scheduled on Monday, Wednesday, Thursday, and Friday from 10:00 a.m. to 12:00 noon only (except Saturday, Sunday, and public holiday, not applicable to July and August).

No. of Visitors (inclusive of Teachers & Contact Person on the Date of Visit): \_\_\_\_\_

The number of visitors for eligible schools and organisations must be 20 or more. For schools, charitable organisations or non-profit-making organisations serving people with disabilities or senior citizens, the number of visitors must be 10 or more.

Signature of Person-in-Charge

School/Organisation Chop

Date

## **Notes of Application**

1. The application for school/group visit to the exhibition halls with free admission is only available for registered kindergartens, primary schools, secondary schools, special schools, post-secondary institutions and universities in Hong Kong (except private schools offering educational courses such as tutorial, commercial, language and computer courses), registered charitable organisation or non-profit-making organisations, schools, charitable organisations or non-profit-making organisations registered in Hong Kong serving people with disabilities or senior citizens, and bona-fide non-profit-making district organisations supported by the District Office of the Home Affairs Department.
2. Schools/groups with 20 or more members can apply for visits with free admission. Schools, charitable organisations or non-profit-making organisations registered in Hong Kong serving people with disabilities or senior citizens with 10 or more members are also eligible for visits with free admission.
3. The available time slots for visits are scheduled on Monday, Wednesday, Thursday, and Friday from 10:00 a.m. to 12:00 noon only (except Saturday, Sunday, and public holiday). Applications for the visit days in July or August are not accepted.
4. Applications are accepted on a first-come, first-served basis. Schools/groups should submit their applications at least 1 month and at most 3 months before the month of the visit. The Museum accepts applications from the first working day of the month, for example, if the visit is arranged on 30 September, the earliest date to submit the application form is on 1 June. Schools/groups can return the completed form by the following methods:
  - a) Email to [casbs@lcsd.gov.hk](mailto:casbs@lcsd.gov.hk)
  - b) Fax to 2721 2361 / 2367 8320
  - c) Mail to Hiring and Sales Sub-unit, Hong Kong Space Museum, 10 Salisbury Road, Tsim Sha Tsui, Kowloon
5. Registered charitable organisations, non-profit making organisations and bona-fide non-profit-making district organisations supported by the District Office of the Home Affairs Department should submit application letter together with supporting documents.
6. The daily quota is 400. In case there are less than 400 visitors for a day, the Museum may arrange other schools/groups to visit on the same date.
7. The Museum will contact the schools/groups 3 weeks before the date of the visit, no matter the applications are accepted or not. If you do not receive a reply from the Museum, please contact us.
8. Visitors should arrive at the Space Museum 10 minutes before the start of the visit. Please present the "Confirmation of visit to the exhibition halls with free admission" upon admission. The visit will not be extended in the event of late admission.
9. No photography, filming, smoking, eating or drinking is allowed in the Museum.
10. The personal data provided in this form will be used solely for the applied activities and will be kept as record of the Museum. You have the rights to request access to and correct the personal data as stated in this form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. To make such request, please contact us at 2734 2720 or mail to the Hong Kong Space Museum, 10 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong.
11. The Museum reserves the right to make the final decision on application procedures and approval.
12. Contact: 2734 2720