



(Application form valid from 16 October 2026 onwards)

Application for School / Group Visit to the Hong Kong Space Museum Exhibition Halls with Free Admission

(Please read the Notes of Application)

Name of School / Organisation : _____

Type :

- | | |
|--|---|
| ☐ Kindergarten | ☐ Registered charitable organisation or non-profit-making organisation |
| ☐ Primary school | ☐ Registered school, charitable organisation or non-profit-making organisation serving people with disabilities or senior citizens |
| ☐ Secondary school | ☐ A bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department |
| ☐ Post-secondary institution & university | |

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 : _____ ☐ Monday / ☐ Wednesday / ☐ Thursday / ☐ Friday
(DD / MM / YY)

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

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, and 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. Eligible applicants include a) kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, universities registered in Hong Kong (except private schools offering educational courses such as tutorial, commercial, language and computer courses), b) charitable organisation and non-profit-making organisations registered in Hong Kong, c) registered schools, charitable organisations or non-profit-making organisations serving people with disabilities or senior citizens, and d) bona-fide non-profit-making district organisations supported by the District Office of the Home Affairs Department.
2. Schools/charitable organisations and non-profit-making organisations registered in Hong Kong with 20 or more visitors can apply for visits with free admission. Registered schools, charitable organisations or non-profit-making organisations serving people with disabilities or senior citizens with 10 or more visitors 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, with a daily quota as 500. 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
 - 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 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.
7. Visitors should arrive at the Space Museum 15 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.
8. No eating or drinking is allowed in the Exhibition Halls.
9. Please note that photographs and videos may be taken by the Museum staff during the visits. Visitors are required to give consent for the use of their photographic or video images in the media* identified by the Museum at no charge.

*Including exhibitions, posters, flyers, advertisements, magazines, brochures, reports, announcements, periodicals, websites, newsletters, leaflets, TV channels or other media identified by the Leisure and Cultural Services Department for museum promotion.
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. Enquiries : 2734 2720