

Hong Kong Intangible Cultural Heritage Centre

Notes on Application for Guided Tour Service for Groups

Who Can Apply

All registered schools (kindergartens, primary schools, secondary schools, post-secondary institutions and universities), charitable and non-profit-making organisations registered in Hong Kong are eligible to apply.

Get Your Documents Ready

- 1) Charitable or non-profit-making organisations registered in Hong Kong should be registered under the Societies Ordinance or the Companies Ordinance, or formed by statutes, or registered on the list of approved charitable institutions or trusts of a public character. The organisation is required to provide photocopies of one of the supporting documents listed below:
 - a. A letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
 - b. A List of Approved Charitable Institutions and Trusts of a Public Character published in the Government Gazette; or
 - c. A letter issued by the Social Welfare Department stating the organisation is a government-subsided body; or
 - d. The organisation's Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that the members of the organisation will not take any share of the profits nor any share of the assets upon the dissolution of the organisation.

These copies should be certified as true by an authorised officer and stamped with the organisation's seal.

- 2) Kindergartens, primary schools, secondary schools, post-secondary institutions and universities registered in Hong Kong: if necessary, schools will be requested to provide copies of supporting documents for verification of their eligibility.

General Information

- 1) The number of visitors in each group is limited to **10 to 20 persons**, including teachers, staff and accompanying carers. If a group consists of more than 20 persons, the group may consider applying for more than one guided tour. The visiting group shall arrange appropriate numbers of staff to accompany the group.
- 2) Due to the limited exhibition areas, the Hong Kong Intangible Cultural Heritage Centre (the Centre) may divide large groups into several smaller groups to visit the galleries in different orders.
- 3) A tour will generally take around **1 hour**.

4) Opening Hours of the Centre:

Monday, Wednesday to Sunday : 10:00 am to 6:00 pm

Christmas Eve and Chinese New Year's Eve : 10:00 am to 5:00 pm

Closed Days : Tuesdays (except public holidays) and the first two days of the Chinese New Year

No guided tour service for groups will be provided from one hour before the Centre closes.

- 5) Please arrive at the Centre on time so as not to affect the visiting schedule and other arrangements on the day. Reserved guided tour may be cancelled if the group turns up late for more than 20 minutes.
- 6) No parking space for coaches is available at the Centre. Other than Rehab bus, coaches may drop off and pick up visitors at Kwu Uk Lane. The walking distance from there to the Centre is about 2 minutes. Rehab bus may drop off and pick up visitors with disabilities at the forecourt of the Centre.

How to Apply

1) Application Procedures

- a. Application will be accepted on a **first-come, first-served basis**. Applications should be made **3 weeks to 3 months in advance before the date of visit**. Please **call 2411 2001** during office hours (10:00 am - 12:45 pm & 2:00 - 5:00 pm) to make a reservation first, then submit a duly completed **online application form** together with copies of supporting documents **within one week** following the telephone booking. A separate form must be submitted for each visit. Otherwise, the telephone booking will be cancelled.
- b. Applications made less than 3 weeks before a visit will not be considered. Tour arrangements and results of applications are subject to the Centre's final decision.
- c. Successful applicants **will be notified in writing at least one week before their visit**. Please **return the confirmation slip**, which are duly signed by the authorised person of the school / organisation and stamped with official seal, to the Centre by fax (2413 9271) or e-mail (stum@lcsd.gov.hk) before the visit.
- d. Please present the confirmation letter upon admission for our staff to verify.

2) To reschedule/cancel your booking

Please notify the Centre **at least 5 working days** before your visit if you need to make any alterations to the confirmed booking or to cancel it.

3) Inclement Weather Arrangements

Guided tours will be cancelled when the following warning signal is issued by the Hong Kong Observatory or is in force within 3 hours before the tour is scheduled to commence:

- a. Tropical Cyclone Warning Signal No. 3 or above; or Red / Black Rainstorm Warning Signal (for kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations); or
- b. Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Warning Signal (for secondary schools / post-secondary institutions / similar organisations); or
- c. The Education Bureau has announced class suspension (for kindergartens, primary, secondary and special schools).

Guided tours will be conducted as scheduled when the following warning signal is lowered by the Hong Kong Observatory 3 hours before the tour is scheduled to commence:

- a. Tropical Cyclone Warning Signal No. 3; or Red / Black Rainstorm Warning Signal (for kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations); or
- b. Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Warning Signal (for secondary schools / post-secondary institutions / similar organisations).

In the above circumstances, organisations should retain their confirmation letter and contact us on 2411 2001 to rearrange their visit.

Enquiry Information

For enquiries, please contact us on 2411 2001 during office hours (10:00 am - 12:45 pm & 2:00 - 5:00 pm).