

T-PARK [源 · 區] 团体预约申请表 T-PARK ORGANISATION BOOKING FORM

团体资料 Details of Applicant

团体名称 Name of Organisation: _____

团体类别 Type of Organisation: (见条款及细则第 2 和 3 项 See Terms and Conditions items 2 & 3)

- | | |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> 慈善团体 Charitable Institution | <input type="checkbox"/> 社福机构 Social Welfare Organisation |
| <input type="checkbox"/> 注册社团 Registered Society | <input type="checkbox"/> 注册公司 Registered Company |
| <input type="checkbox"/> 学校及大专院校 School & Higher Education Institution | <input type="checkbox"/> 政府决策局 / 部门及公营机构 Government Bureau / Department & Public Body |
| <input type="checkbox"/> 其他团体 Other Organisation | |

联络人姓名 Name of Contact Person: _____

手提电话 Mobile No.: _____ 电邮 Email: _____

预约资料 Booking Request

到访日期 (请提供三个选择) Date of Visit (Please provide 3 choices):

1) _____ 2) _____ 3) _____

到访人数 No. of Visitors: _____ (15 - 50 人 persons*)

***包括同行职员或照顾者在内 Including accompanying staff and caretakers**

参观选项 Visit Options

预约活动 Visit with Activities

请选择以下最少一项 Please select at least one item below:

1. 导赏团 Guided Tour (见条款及细则第 15 项 See Terms and Conditions item 15)

- | | |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 10:30 - 12:00 (广东话 Cantonese) | <input type="checkbox"/> 12:00 - 13:30 (广东话 Cantonese) |
| <input type="checkbox"/> 14:15 - 15:45 (广东话 Cantonese) | <input type="checkbox"/> 15:45 - 17:15 (<input type="checkbox"/> 普通话 Putonghua / <input type="checkbox"/> 英语 English) |
| <input type="checkbox"/> 17:15 - 18:45 (广东话 Cantonese) | |

2. T-SPA [源 · 泉]

- 10:15 - 11:30 12:30 - 13:45 14:30 - 15:45 16:00 - 17:15 17:30 - 18:30

自行参观 Self-arranged Visit

- 上午 A.M. (10:00 - 14:00) 下午 P.M. (14:00 - 19:00)

签名 Signature: _____ 团体盖印 Organisation Chop: _____

日期 Date: _____

备注 Note:

- 请在适当空格内加上✓号。 Please tick appropriate boxes.
- 请填写此表格并附上有关团体的证明文件，电邮至 booking@tpark.hk 或传真至 2430 8011。
Please complete the form with proof of organisation document and email to booking@tpark.hk or fax to 2430 8011.
- 查询电话 Enquiry hotline: 2910 9700 (上午 10 时至下午 7 时 10am to 7pm).
- 请小心阅读申请表之条款及细则。 Please read carefully the terms and conditions.

條款及細則 Terms & Conditions

- T·PARK [源·區] 接受「本地團體」預約人數為 15 至 50 人 (包括同行職員或照顧者在內)。T·PARK accepts 15 to 50 persons for "local organisation" booking (including accompanying staff and caretakers).
- 以下是適用於團體預約的組織及需要提供的證明文件:

適用於團體預約的組織	證明文件
i) 根據香港法例第 112 章《稅務條例》第 88 條獲豁免繳稅的慈善機構及信託團體	i) 稅務局簽發的證明文件
ii) 提供津助福利服務的社福機構	ii) 社會福利署簽發的證明文件
iii) 根據香港法例第 151 章《社團條例》向警務署註冊的團體	iii) 警務署簽發的證明文件
iv) 全日制和半日制學校 (包括幼稚園、小學、中學) 及大專院校 (只限師生參觀)	iv) 教育局簽發的《學校註冊證明書》 / 以院校信箋簽發及蓋印的信件
v) 註冊公司	v) 商業登記證
vi) 香港特別行政區政府決策局或部門及公營機構	vi) 以機構正式信箋簽發及蓋印的信件 / 於申請表上蓋印
vii) 其他受政府監管之團體	vii) 有關團體受香港法例規管之證明文件

The followings are the groups eligible for organisation booking and the supporting documents required:

Groups eligible for organisation booking	Supporting Document
i) Charitable institutions and trusts of a public character exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)	i) Document issued by the Inland Revenue Department
ii) Organisations providing subvented services	ii) Document issued by the Social Welfare Department
iii) Organisations registered by the Police under the Societies Ordinance (Cap. 151)	iii) Document issued by the Police Force
iv) Whole-day & half-day schools (including kindergartens, primary & secondary schools) and higher education institutions (visits for students / teachers only)	iv) "Certificate of registration of a school" issued by the Education Bureau / Letter issued using official institution letterhead with stamp
v) Registered companies	v) Business Registration Certificate
vi) Bureaux or departments of the HKSAR Government and public bodies	vi) Letter issued using official organisation letterhead with stamp / booking form with stamp
vii) Other organisations regulated by laws and regulations of the HKSAR	vii) Supporting document to prove that the organisation is regulated by laws and regulations of the HKSAR

- T·PARK [源·區] 接受團體在參觀前 31 至 183 天內預約，而學校和大專院校則可於計劃到訪 31 至 365 天前預約。每天早上 7 時接受新一天的預約申請，以先到先得為原則，**申請者須一併提交有關團體的有效證明文件**。成功預約的同一團體可於 30 天內最多參觀兩次，學校和大專院校的申请不在此限。Organisation booking is available from 31 to 183 days prior to the date of visit whereas booking for schools and higher education institutions is available from 31 to 365 days prior to the date of visit. A new date of booking is accepted from 7am every day and all bookings are on a first-come, first-served basis. **Applicants are required to provide valid document for organisation proof along with the form submission.** Each organisation shall be able to visit not more than 2 times in 30 days. This restriction shall not apply to applications from schools and higher education institutions.
- 團體申請會在 5 天內以電郵收到申請結果。所有成功申請者須在到訪當天到 T·PARK [源·區] 接待處出示確認電郵 / 預約編號以進行登記。The applicant will receive booking result by email within 5 days. All successful applicants are required to present the confirmation email / booking reference number at T·PARK Reception for registration upon arrival.
- 預約團體須自行安排交通。到訪前必須提供旅遊巴士車牌號碼作登記，未有登記的車輛不得進入。旅遊巴士只可在 T·PARK [源·區] 上落客。Organisation shall arrange own transportation. Coach licence number shall be provided for registration prior to the visit. Vehicles without registration are not allowed to enter T·PARK. Coaches are allowed for drop-off and pick-up only.**
- 如團體安排長者、兒童或傷健人士到訪，負責人須安排足夠人手照顧同行人士。如團體安排有特殊需要人士到訪，請先聯絡 T·PARK [源·區] 以作安排。For a group comprised of elderly, children or persons with disability, they should be taken care of by the staff of the organisation throughout the visit. For a group comprised of persons with special needs, please contact T·PARK for prior arrangement.
- 如個人資料或車牌有誤，請致電 +852 2910 9700 或電郵至 info@tpark.hk 更新。其他已預約的項目一般不能更改，除非需要安排減少到訪人數或預約設施名額。若需增加到訪人數、增加預約設施名額或其他活動更改，申請人應提交新的預約申請。Should you require to amend contact person's details or car plate number, please call +852 2910 9700 or email at info@tpark.hk to update the details. Amendment is generally not allowed unless there is a need in reduction of the number of visitors / facilities reservation. New booking application is required for extra visitors, additional facilities reservation or change of activity.
- 如須取消預約，申請人可於到訪日期前至少 7 天透過電郵進行取消，逾期取消預約將視作缺席處理。Cancellation of booking should be made at least 7 days prior to the date of visit by email. Late cancellation will be regarded as no-show.
- 已預約導賞團之團體必須準時到達 T·PARK [源·區]，比預約時間遲到 30 分鐘或以上會被視為缺席處理。團體如缺席或到訪人數少於一半，該團體之預約權利將於到訪 / 缺席當日起計暫停兩個月。Organisation applicants who have booked guided tours shall arrive

on time. Late arrival for more than 30 minutes will be deemed as no-show. Applicants who have no-show or less than 50% of the total number of persons showing up for the organisation visit will have their booking right been suspended for 2 months following the day of visit / no-show.

10. T • PARK [源 • 区] 不会委托任何第三方牟利机构安排参观。T • PARK [源 • 区] 保留以任何理由取消有关参观申请之权利，此包括如发现任何人士或机构藉此收取任何费用。T • PARK does not endorse any for-profit third party to organise visits. T • PARK reserves the right to cancel any visit for any reason including if any person or party purports to charge any fees.
11. 申请者如没有于表格上填写足够、正确或清楚的资料，或会影响申请处理时间和结果。Any incomplete, insufficient or incorrect data may affect the processing time and the outcome of your application.
12. 如申请者预约后没有获得批准，须视乎申请是否符合上述条件而定，T • PARK [源 • 区] 拥有最后之决定权。Approval of application is subject to whether the above terms and conditions are met. The decision of T • PARK shall be final.
13. 本表格收集的个人资料只用作处理申请和内部统计。有关更多保障隐私政策，请参考 <http://www.tpark.hk/tc/privacy-policy/>。The personal data collected in this application form will only be used for processing the application and internal statistics. Please refer to <http://www.tpark.hk/en/privacy-policy/> for more information about privacy policy.

参观者须知 Notes for Visitors

14. T • PARK [源 • 区] 开放时间：星期一、三至日及公众假期，上午十时至下午七时（逢星期二休息）。T • PARK opening hours: Mondays, Wednesdays to Sundays and Public Holidays, from 10am to 7pm (Closed on Tuesdays).
15. 导赏团人数上限为 25 人，超过 25 人的团体需分为两组进行参观。因应在场实际参加人数，个人和团体访客可能会被安排同一组别参与导赏。Designated group size is 25 persons for each guided tour, organisation exceeding 25 visitors will be divided into 2 groups for guided tour. Subject to the actual number of attendance, individual and organisation visitors may be arranged to join the same guided tour.
16. T • SPA [源 • 泉] 每段开放时间能容纳 60 人，供男女共同使用。T • SPA [源 • 泉] 会在每时段完结前 15 分钟停止让使用者进入。使用者须穿上游泳衣和自备毛巾及沐浴用品。小童身高 120 厘米以下须由成人陪同。每名成人每次只能陪同不多于两名小童。The maximum capacity of each spa session is 60 persons. Spa pools are opened for both male and female visitors. Spa pools will not accept entry 15 minutes before each session ends. Users should wear proper swimming attire and bring own towels and personal toiletries. Children below 120 cm in height must be accompanied by adult. Each adult shall accompany no more than 2 children each time.

恶劣天气安排 Arrangements Under Inclement Weather Conditions

17. 参观人士需要留意以下恶劣天气安排。T • PARK [源 • 区] 将不会向受恶劣天气所影响的参观人士作另行通知。Visitors should pay attention to the following inclement weather arrangements. For visits that are disrupted by inclement weather, the respective visitors will not be informed separately.

- 八号或以上热带气旋警告信号 Tropical Cyclone Warning Signal No.8 or above

开放前已生效 Signal is hoisted before the opening hours	开放期间预料将于数小时后悬挂信号 Signal is expected to be hoisted within a few hours during the opening hours
T • PARK [源 • 区] 将会在风球除下 3 小时后开放。倘若风球信号于中午 12 时仍然生效，T • PARK [源 • 区] 将全日不会开放。T • PARK opening will be delayed for 3 hours after the signal is lowered. If the signal remains hoisted at 12:00nn, T • PARK will be closed for whole day.	T • PARK [源 • 区] 将会暂停开放，并会尽快安排访客离开。Visitors will be notified of the pending closure of T • PARK and arranged to leave as soon as possible.

- 黑色暴雨警告 Black Rainstorm Warning

开放前已生效 Warning is issued before the opening hours	开放期间生效 Warning is issued during the opening hours
T • PARK [源 • 区] 将会延迟至警告取消 3 小时后开放。倘若警告于中午 12 时仍然生效，T • PARK [源 • 区] 将全日不会开放。T • PARK opening will be delayed for 3 hours after the warning is cancelled. If the warning remains hoisted at 12:00nn, T • PARK will remain closed for whole day.	T • PARK [源 • 区] 室内设施将会照常开放，直至正常关闭时间或访客可以安全离开。而户外设施则暂停开放，直至警告解除。The indoor area of T • PARK will remain open until the closing hour or the condition is safe for visitors to leave. All outdoor facilities will be closed until the warning is cancelled.

- 一号或三号热带气旋警告信号 / 黄色或红色暴雨警告 / 雷暴警告 Tropical Cyclone Warning Signals No. 1 or No. 3 / Amber or Red Rainstorm Warnings / Thunderstorm Warning

开放前或开放期间生效 Warning is issued before or during the opening hours
T • PARK [源 • 区] 将会照常开放。在恶劣天气的情况下，T • PARK [源 • 区] 有权决定关闭所有户外设施，并会安排访客留在室内地方。T • PARK will remain open. Under adverse weather conditions, all outdoor facilities may be closed at the discretion of T • PARK and visitors will be advised to remain indoors.