

T-PARK [源·區] 團體預約申請表 T-PARK ORGANISATION BOOKING FORM

團體資料 Details of Applicant

團體名稱 Name of Organisation: _____

團體類別 Type of Organisation: (見條款及細則第 2 和 3 項 See Terms and Conditions items 2 & 3)

- | | |
|--|---|
| <input type="checkbox"/> 慈善團體 Charitable Institution | <input type="checkbox"/> 社福機構 Social Welfare Organisation |
| <input type="checkbox"/> 註冊社團 Registered Society | <input type="checkbox"/> 註冊公司 Registered Company |
| <input type="checkbox"/> 學校及大專院校 School & Higher Education Institution | <input type="checkbox"/> 政府決策局 / 部門及公營機構 Government Bureau / Department & Public Body |
| <input type="checkbox"/> 其他團體 Other Organisation | |

聯絡人姓名 Name of Contact Person: _____

手提電話 Mobile No.: _____ 電郵 Email: _____

預約資料 Booking Request

到訪日期 (請提供三個選擇) Date of Visit (Please provide 3 choices):

1) _____ 2) _____ 3) _____

到訪人數 No. of Visitors: _____ (15 - 50 人 persons*)

***包括同行職員或照顧者在內 Including accompanying staff and caretakers**

參觀選項 Visit Options

預約活動 Visit with Activities

請選擇以下最少一項 Please select at least one item below:

1. 導賞團 Guided Tour (見條款及細則第 15 項 See Terms and Conditions item 15)

- | | |
|--|--|
| <input type="checkbox"/> 10:30 - 12:00 (廣東話 Cantonese) | <input type="checkbox"/> 12:00 - 13:30 (廣東話 Cantonese) |
| <input type="checkbox"/> 14:15 - 15:45 (廣東話 Cantonese) | <input type="checkbox"/> 15:45 - 17:15 (<input type="checkbox"/> 普通話 Putonghua / <input type="checkbox"/> 英語 English) |
| <input type="checkbox"/> 17:15 - 18:45 (廣東話 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

自行參觀 Self-arranged Visit

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

簽名 Signature: _____ 團體蓋印 Organisation Chop: _____

日期 Date: _____

備註 Note:

- 請在適當空格內加上✓號。Please tick appropriate boxes.
- 請填妥此表格並附上有關團體的證明文件，電郵至 booking@tpark.hk 或傳真至 2430 8011。
Please complete the form with proof of organisation document and email to booking@tpark.hk or fax to 2430 8011.
- 查詢電話 Enquiry hotline: 2910 9700 (上午 10 時至下午 7 時 10am to 7pm).
- 請小心閱讀申請表之條款及細則。Please read carefully the terms and conditions.

條款及細則 Terms & Conditions

1. 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).

2. 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

3. 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請不在此限。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.
4. 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.
5. **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.**
6. 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.
7. 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.
8. 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.
9. 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 • 區] 不會委託任何第三方牟利機構安排參觀。T • PARK [源 • 區] 保留以任何理由取消有關參觀申請之權利，此包括如發現任何人士或機構藉此收取任何費用。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. 申請者如沒有於表格上填寫足夠、正確或清楚的資料，或會影響申請處理時間和結果。Any incomplete, insufficient or incorrect data may affect the processing time and the outcome of your application.
12. 如申請者預約後沒有獲得批准，須視乎申請是否符合上述條件而定，T • PARK [源 • 區] 擁有最後之決定權。Approval of application is subject to whether the above terms and conditions are met. The decision of T • PARK shall be final.
13. 本表格收集的個人資料只用作處理申請和內部統計。有關更多保障私隱政策，請參考 <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.

參觀者須知 Notes for Visitors

14. T • PARK [源 • 區] 開放時間：星期一、三至日及公眾假期，上午十時至下午七時（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. 導賞團人數上限為 25 人，超過 25 人的團體需分為兩組進行參觀。因應在場實際參加人數，個人和團體訪客可能會被安排同一組別參與導賞。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] 每段開放時間能容納 60 人，供男女共同使用。T • SPA [源 • 泉] 會在每時段完結前 15 分鐘停止讓使用者進入。使用者須穿上游泳衣和自備毛巾及沐浴用品。小童身高 120 厘米以下須由成人陪同。每名成人每次只能陪同不多於兩名小童。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.

惡劣天氣安排 Arrangements Under Inclement Weather Conditions

17. 參觀人士需要留意以下惡劣天氣安排。T • PARK [源 • 區] 將不會向受惡劣天氣所影響的參觀人士作另行通知。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.

- 八號或以上熱帶氣旋警告信號 Tropical Cyclone Warning Signal No.8 or above

開放前已生效 Signal is hoisted before the opening hours	開放期間預料將於數小時後懸掛信號 Signal is expected to be hoisted within a few hours during the opening hours
T • PARK [源 • 區] 將會在風球除下 3 小時後開放。倘若風球信號於中午 12 時仍然生效，T • PARK [源 • 區] 將全日不會開放。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 • 區] 將會暫停開放，並會盡快安排訪客離開。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

開放前已生效 Warning is issued before the opening hours	開放期間生效 Warning is issued during the opening hours
T • PARK [源 • 區] 將會延遲至警告取消 3 小時後開放。倘若警告於中午 12 時仍然生效，T • PARK [源 • 區] 將全日不會開放。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 • 區] 室內設施將會照常開放，直至正常關閉時間或訪客可以安全離開。而戶外設施則暫停開放，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.

- 一號或三號熱帶氣旋警告信號 / 黃色或紅色暴雨警告 / 雷暴警告 Tropical Cyclone Warning Signals No. 1 or No. 3 / Amber or Red Rainstorm Warnings / Thunderstorm Warning

開放前或開放期間生效 Warning is issued before or during the opening hours
T • PARK [源 • 區] 將會照常開放。在惡劣天氣的情況下，T • PARK [源 • 區] 有權決定關閉所有戶外設施，並會安排訪客留在室內地方。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.