



Group (Professional) Visit Application Form 團體(專業人士)參觀申請表

Name of organization / Institution 參觀團體 / 機構名稱：

Address of organization / Institution 團體 / 機構地址：

Contact Person 聯絡人：_____ Position 職銜：_____

Phone 聯絡電話：_____ Fax 傳真：_____

Email 電郵：_____

Type of visitors 參觀者類別：

- Student 學生(學系Faculty _____ Part /Full Time半/全職 _____
 Course/Programme 課目/課程 _____ Year年級 _____
 Professional Staff 機構職員 (專業Profession(s) _____)
 Others 其他 _____

Language 語言: Cantonese 廣東話 English 英語 Putonghua 普通話

No. of visitors 參觀人數#：_____ Planned Date 計劃參觀日期#：_____

Visiting Time 參觀時間#：
 Tuesday 星期二 10:30-12:00 Wednesday 星期三 10:30-12:00
 Friday 星期五 10:30-12:00 Other 其他 _____

Due to limited space and staff, we will limit the number of visitors between 10 and 20 at each visit. Please note that guided visit will not be arranged if the number of visitors is exceeded / less than required.

由於人手及地方的限制，參觀人數每次不少於10人和不多於20人。如參觀當日人數未達/多於指定規定，本園恕不會安排是次參觀。

Duration of each visit is around 1 hour to 1.5 hours

每次參觀時間約 **1小時至1小時30分鐘**

Remarks (interested areas / special requests) 備註 (特別興趣/要求)：

我希望將來收到有關耆智園的資訊及課程資料

I wish to receive the latest news and training programme information from JCCPA in the future.

Name of Applicant 申請人姓名：_____ Position 申請人職銜：_____

團體(專業人士)參觀申請表格

2024/01





APPLICATION DETAILS 申請參觀事項：

1. Fee: Two FREE visit quotas are offered monthly

**** A service charge of HKD 1500 will be required for the following circumstances:**

- if the applying organization provides their members / the visitors with at cost service,
- requires a special arrangement outside our regular visiting period and/or
- while the free quota is full

收費：每月設兩個免費參觀名額

**** 如遇以下情況，將收取港幣1500元為導賞行政費用：**

- 團體向參加者收取參觀費用
- 特別要求非指定的參觀時間
- 免費參觀名額已滿

2. Application form should be submitted at least one month before the planned visit.

申請表格於計劃參加日期一個月前提交

3. Applications are processed on a first come first serve basis.

參觀名額有限，先到先得

4. Completed form should be emailed to training@jccpa.org.hk.

請填妥表格郵寄至training@jccpa.org.hk

5. Confirmation will be informed within one week.

本園職員收妥申請表格後，會於一星期內確實申請

6. Cancellation should be informed before two weeks.

取消參觀需在2星期前通知

7. For enquiries 查詢電話: 2946 8139 / 2636 6323

Special Attention 特別注意

Due to the limited space, our reception area is not being able to cater the clients and the group visitors at the same time. Appreciate if the visiting organization can be gathered outside the main entrance before your booked timeslot. We sincerely thank for your cooperation and understanding.

由於本園接待處地方所限，未能同時容納園友及參觀人士，煩請參觀團體先於本園門外集齊人數，並於預約時段進入本園。不便之處，懇請見諒。

