

Docent Service for Groups

Only for local registered charitable organisations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities. Free of charge.

Location for Docent Service

“Dinosaur Parlour”

The Antiquities and Monuments Office of Development Bureau has set up “Dinosaur Parlour” at the Hong Kong Heritage Discovery Centre, Kowloon Park, Tsim Sha Tsui, Kowloon for preparing the fossils discovered on Port Island, Hong Kong, and displaying the fossils found in Hong Kong as well as tools and equipment for excavating fossils.

Date: Monday to Wednesday, Friday (except Public Holidays)

Time: AM 11:00–11:25, 11:30–11:55, 12:00–12:25
PM 15:00–15:25, 15:30–15:55, 16:00–16:25

No. of Visitors Per Tour: Min.: 10. Max.: 25.

Each Tour: 25 min

Application Notes

1. Local registered charitable organisations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities may apply for the docent service on a group basis. Participating organisations / schools should assign at least one leader to take care of the group members. If the no. of visitors for each tour is less than minimum number of visitors as specified, the application will not be processed. For registered organisations, institutions or schools serving people with disabilities or the elderly, minimum 10 persons per tour.
2. The Antiquities and Monuments Office (the Office) of Development Bureau will arrange the docent service on a first come first served basis. Applications should be made from 1 to 3 months before the date of visit. Please call 2208 4406 during office hours for reservation first, then submit the duly completed form together with copies of supporting documents (see Notes 3 to 5) to Education and Publicity Sub- unit, Hong Kong Heritage Discovery Centre within one week after the telephone booking. Or, the booking will be cancelled. The Office reserves the right not to consider any application made less than one month before the date of visit. Tour arrangements and results of application are subject to the Office's final decision.
3. Kindergartens, primary / secondary / special schools, post-secondary institutions and universities registered in Hong Kong: If necessary, schools shall provide copies of supporting documents for verification of the eligibility.
4. Charitable or non-profit-making organisations registered in Hong Kong: The organisation should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, 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 as listed below:
 - a) Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
 - b) List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
 - c) Letter issued by the Social Welfare Department stating that the organisation is government subvented; or
 - d) The organisation's Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organisation do not take any share of the profits nor any share of the assets upon the dissolution of the organisation.
5. Copies of supporting documents required at Notes 3 and 4 should be certified by an authorised officer of the organisation and furnished with official chop.
6. Successful application will be confirmed in writing. The groups are expected to be punctual. Docents reserve the right to finish the tour according to the scheduled time or make alternations on the route if the group is late more than 15 minutes. Cancellation requires notice by phone and then in writing for the Office. No other arrangements for the cancellation. New application is required for any change of the visit, e.g. date / time / visitor numbers, etc.
7. All applicants have the right to request access to and make correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Personal data provided in this form will be used for arranging docent service and will enter in the record of the Office. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact Assistant Curator II (Education Activities) of the Office at 2208 4413.

Enquiry

Tel. No.: 2208 4406 Office Hours: 0930 – 1300 & 1400 – 1730 (Monday to Friday)

Email: enews@amo.gov.hk

Address: Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon

Fax: 2377 9792



古物古蹟辦事處
Antiquities and
Monuments Office

For Official Use Only

File No.

Application Form for Docent Service for Groups

Please read through the Application Notes, and write in block letters. This form requires signature from authorised officer of the school / organisation, e.g. Principal, Chairman or Executive Secretary, etc.

School / Organisation Name (Please ✓ tick the box if your organisations or schools serving people with disabilities or the elderly)

School / Organisation Address

Person in Charge

Mobile No

Fax No.

Office Tel. No.

Mr. Ms. Mrs.

Docent Service Required

Visitors per Tour

“Dinosaur Parlour” (Cantonese)

Min:10 Max.:25

Date of Docent Service

AM

PM

Age Group

Grade

11:00-11:25

15:00-15:25

11:30-11:55

15:30-15:55

12:00-12:25

16:00-16:25

No. of Visitors

No. of Leaders

Total Visitors

Signature of Applicant

The undersigned hereby certifies that all the information given on this form is correct and complete, and has read and understood the Application Notes.

Name of Principal / Organisation Person in Charge

School / Organisation Chop

Signature

Date