



**Group Tours & Meal Services(2020)
Application**

Group/Organization Information

Group/Organization Name#

(Chinese): _____

(English): _____

Name of Contact Person: (Chinese) _____ Mr./Ms (English)

Position: _____ Email: _____

Office tel.: _____ Mobile: _____

Contact Address: _____

Please attach a copy of the group registration / business registration certificate.

Jao Tsung-I Academy complies with the Personal Data (Privacy) Regulations and is committed to protecting the personal data provided by individuals/groups for the purpose of applying for the activity.

Content of Activity

Date of Visit: _____ Year _____ Month _____ Day (Week _____)

Date of Visit: _____ (limited to 20 only)

Please select one of the following tour timeslots (60 mins. per tour):

Timeslot 1:10:00-12:00 (See package for details 1, 2)

Timeslot 2:12:00-14:00 (See package for details 1, 2)

Timeslot 3: 14:00-17:00 (See package for details 3)

Another time: (please indicate) _____ - _____

Items to Note

1. There should be at least 12 participants in each group; maximum number per group is 20 (if over 20, JTIA will divide the group proportionally according to the number of people).
2. If the group cancels the guided tour and meal service, the paid fees cannot be refunded.
3. If a group requests to change the service date and time, it must notify JTIA at least 2 weeks before the event. Depending on whether the tour guide and the restaurant can accommodate this change, JTIA has the right to refuse the group's request.
4. If a group brings their own food and drink to the restaurant, it must first obtain the consent of the restaurant and an additional fee will be imposed.
5. Groups should let the staff know in advance if they want to visit other thematic exhibitions or make any other arrangements. (Participants may not be able to enter exhibitions due to special flow arrangements of that exhibition.)
6. Groups are required to follow the instructions of the guide or staff to avoid affecting other visitors or venue users. If there are too many people, the museum has the right to divert the groups to other areas on the site.



7. Arrangement for guided tours in inclement weather are as follows: notification must be received four hours in advance if a group decides to cancel the tour when an amber rainstorm signal is raised. Guided tours can be rescheduled in the case of a red or black rainstorm signal, or typhoon No. 8 signal or above.
8. Arrangements for meals in inclement weather are as follows: in case of a black rainstorm warning or typhoon signal No. 8 or above, rescheduling can be arranged, but no refunds will be given.
9. Groups should submit their applications at least one month before the visit.
10. JTIA will reply within 7 working days after receiving the application.
11. JTIA has the right to accept or reject any application. In case of any dispute, the library reserves the right of final decision.

Menu Selections & Charges

Time	Selected Menu & Quantity Please <input checked="" type="checkbox"/> Selected Menu:		Guided Tour and Dining Package	
			Monday-Friday (Except for Public Holidays)	Saturday, Sunday, & Public Holidays
Timeslot 1: 11:30–14:00	<input type="checkbox"/> Guided Tour – Set Meal 1 Appetiser: Soup of the Day & Salad Main (L1) Penne with Tomato Sauce & Chorizo or (L2) Pan-fried Sole with Sautéed Baby Spinach & Clam Cream Sauce or (L3) Grilled Canada Pork Rack with BBQ Sauce *Coffee or Tea*	(L1)	HK\$130	HK\$155
		(L2)		
		(L3)		
	<input type="checkbox"/> Guided Tour - Premium Set Meal 2 Appetiser: Soup of the Day & Salad Main (V1) Tortellini with Crab Meat &	(V1)	HK\$190	HK\$225
		(V2)		



Timeslot 1: 11:30–14:00	Cream Sauce or (V2) Fried Soft-shelled Crab with Tomato Risotto or (V3) Slow-cooked Pork Leg with Mashed Potato & Mustard Sauce *Coffee or Tea*	(V3)		
Timeslot 2: 15:00 - 18:00	<input type="checkbox"/> Guided Tour – Afternoon Tea Set 3 Hot Canapes (T1) Fried Rose Chicken Wings (3 pieces) with Blue Cheese Sauce or (T2) Molten Chocolate Cake *Coffee or Tea*	(T1)	HK\$80	HK\$95
		(T2)		

* In order to prepare a better meal, please indicate time of selected meal: _____

* The above fee includes:

Please Note:

- A. The tour guide will do a tour of the low and mid zones.
- B. A set lunch or afternoon tea at the House of Joy restaurant.

Remarks:

1. Please refer to the attachment for the menu. The food is subject to supply or seasonality. If there is any modification, the restaurant reserves the final decision.
2. The number of meals must be the same as the number of participants.

Payment Method

The Academy will confirm the application by email and attach the payment method. The application group must pay by the specified date. If the group fails to pay the fee by the specified date, the application will be cancelled and no notification by the Academy is required.

If you have any questions, please call our staff at 2100 2892 or 2100 2828.

I/Organization has read the instructions for the visit and has complied with all

The date of amendment: 2019年7月1日



arrangements of the Academy.

Signature of Person in Charge & Seal of Organization

Date

Official Use Only

Date of Application: _____ Year ____ Month _____ Day

Responsible Staff: _____

Application Result: Approve Not Approve

(Remarks) _____