服務處專用 For office use
☐ 接受申請 Accepted
☐ 拒絕申請 Rejected
預約編號 Booking ID: _____

團體預約參觀申請表
Application Form for Group Appointment

團體中文名稱 Chinese Name of Organization	團體英文名稱 English Name of Organization	
聯絡人 Contact Person 先生 Mr. / 小姐 Ms.*	電話 Telephone	傳真號碼 Fax
電郵 Email	手提電話 Mobile Phone No.	
團體地址 Address of Organization		

團體性質* Nature of Organization*	❑ 第一類別：學校 Category 1: Schools	❑ 第二類別：公眾團體 Category 2: Public Organizations	❑ 第三類別：私營機構/其他團體 Category 3: Commercial/ Others
必需夾附之申請文件* Compulsory document for application*	❑ 第一類別請出示本地註冊學校證明文件 School registration certificate for category 1 submitted ❑ 第二類別請出示本地非牟利團體/屋苑業主組織證明文件 Registered document for NGO/Owners' organization for category 2 submitted ❑ 第三類別請出示本地商業登記/其他相關證明文件 Business registration certificate for category 3 submitted		
擬參觀日期及時間 Expected Date of Visit & Time	日 / 月 / 年 星期( ) DD MM YY Day		參觀總人數 Total No. of Visitors:_____ 人 Persons

*請剔選合適方格 Please tick the appropriate box

團體蓋章及簽署:_____
Organization Chop & Signature

日期:_____
Date

備註 Remarks:

1. 此表只供團體預約參觀，有關團體不可在公園內進行參觀以外之團體活動包括比賽、遊戲或野餐等。另公園會在舉辦某些教學或活動期間臨時關閉部份場地設施，恕不另行通知。當填交此申請表即代表有關團體已細閱及接受公園網頁所載最新版本的「參觀安排」；並同意遵守所有「公園使用守則」，不得異議。詳情請瀏覽馬灣公園網頁 www.mawanpark.com。
   The purpose of this application should be limited to group visit only, any kind of group games, competitions or picnic etc. is prohibited. Some venues/facilities of the Park may be temporarily closed for organizing park activities/education programs without prior notice. Submission of this form by relevant organization means the acceptance of the latest version of "Visit Arrangements" & agrees to comply with all Park's rules & regulations as stated on the Park's website. For details, please visit: www.mawanpark.com.

2. 任何團體如欲安排 20 人或以上之參觀，必須先將此表格傳真或電郵進行預約。
   Any group plans to make a visit for 20 visitors or above should make prior booking by fax or by email.

3. **預約須在參觀日期前最少 7 個工作天前進行**。如有關申請被接納，服務處會在 5 個工作天內以電郵確認。
   Booking must be made 7 working days before the date of visit. An accepted application will be confirmed by email within 5 working days.

馬灣為 24 小時限制車輛區域，車輛包括私家車及旅遊巴士如沒有獲得運輸署發出之禁區許可證將不可駛入，以下除外：
- 旅遊巴 ：每日上午 9 時至下午 9 時 (詳情請參閱《表 2》及有關《旅遊巴進入馬灣公園申請須知》)
- 市區的士 ：全日 24 小時
- 貨車 ：每日上午 10 時至下午 4 時

The road connecting Ma Wan Island from Tsing Ma Bridge is a restricted road managed by Government; only vehicles with valid permits issued by Transport Department are allowed except the followings:
- Coach bus : Daily 9:00am to 9:00pm (For details, please refer to "Form 2" and its "Notes for Application for Access of Bus to Ma Wan Park")
- Urban taxi : 24 hours
- Goods vehicle : Daily 10:00am to 4:00pm

馬灣公園服務處/ Ma Wan Park Management Services Office
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