

Application Form for Exclusive Private Group Tour

(Please read the Notes for Application before completing this form)

Name of Organization			
Address			
Contact Person		Fax No.	
Telephone No.		Email Address	
Date of Visit		Disabled Participants	<input type="checkbox"/> No / <input type="checkbox"/> Yes (No. of person(s) _____)
Time of Visit	<input type="checkbox"/> 17:00-18:00 (only on Tuesdays to Sundays, or public holidays) <input type="checkbox"/> 10:00-11:00 / 11:15-12:15 (only on Mondays, except public holidays)		
Total No. of Visitors (Max 50 people, HK\$20/head)	(Charge: _____) *Waived for in-house guests	Guided Tour Service (extra HK\$30/head)	<input type="checkbox"/> Yes (Charge: _____) <input type="checkbox"/> No
Language	<input type="checkbox"/> Cantonese / <input type="checkbox"/> English / <input type="checkbox"/> Mandarin	Total Charge (Minimum charge: HK\$1000 per group)	
Signature and Organization Chop		Date of Application	
For Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Group Booking Confirmation Number	(If applicable)
Handled by		Amount of Waived Fee	(If applicable)

Notes of Application

1. During the closing hours of the museum, local corporates and commercial can apply for exclusive private group tour service or reserve the entire museum for holding special activities. Guided tour service is also available.
2. A visiting capacity limit has been set strictly so as to conform to the fire safety standard. There should be NO more than 50 people in each group.
3. Reservations must be made at least three weeks and up to two months in advance. Applications will be handled on a first-come-first-served basis.
4. An official invoice will be sent to you by fax or by email once the application is approved. Payment must be settled within seven working days or the reservation will be cancelled automatically.
5. Payment Method: we accept payment by telegraphic transfer, cheque, bank transfer or credit card. TT or cheque should be crossed & made payable to "Hong Kong Youth Hostels Association – MHH"
 Name of the Bank: The Hongkong and Shanghai Banking Corporation Limited
 Address of the Bank: 1 Queen's Road Central, Hong Kong SAR
 Account Name: Hong Kong Youth Hostels Association - MHH
 Account Number: 848-418513-292
 Swift Code: HSBCHKHCHKH
6. A confirmation letter will be sent to you once the payment is settled and official receipt will be issued on the date of visit.
7. No change or payment refund are allowed after confirmation notes have been issued.
8. Heritage of Mei Ho House (HMHH) will be closed if tropical cyclone warning signal No. 8 or above or black rainstorm warning signal is announced, the visit will be postponed or whole payment will be returned.
9. Please arrive at the museum entrance on time, and present the confirmation letter and proofs of identity for verification. We reserve the right to cancel a visit in case of late arrival.
10. Parking lots are not available at YHA Mei Ho House Youth Hostel. Coaches (24 seats or less) are allowed to pick up or drop off visitors at the hostel main entrance.
11. Visitors shall take care of their own belongings and safety. HMHH bears no responsibility or liability for any loss or damage of personal belongings or any accident happened on its premises.
12. HMHH reserves the right to approve or reject any application. If any information provided by the applicant is found to be incomplete or untrue, HMHH reserves the right to withdraw its approval.