

Application Form for HMHH Group Visit

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

Name of Organization			
Address			
Email			
Telephone No.		Fax No.	
Name of Activity		Do you charge the participants?	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
Contact Person		Mobile No.	
No. of Participants		No. of Accompanying Personnel	
Disabled Participants	<input type="checkbox"/> No/ <input type="checkbox"/> Yes (No. of person(s) _____)	Total No. of Visitors (Max. 30 people)	
Date of Visit (No group visits are allowed on Saturday, Sunday and public holidays.)		<input type="checkbox"/> Morning session (11:45-12:45)	
		<input type="checkbox"/> Afternoon session (14:45-15:45)	
Signature and Organization Chop		Date of Application	
For Office Use Only	<input type="checkbox"/> Approved / <input type="checkbox"/> Not Approved		

Notes of Application

1. The opening hours of Heritage of Mei Ho House (hereinafter referred to as "HMHH"):

Tuesday to Sunday	9:30am to 5:00pm daily
	Closed on Mondays (except public holidays) and the first three days of the Chinese New Year
	Closed at 3:00pm on Christmas day and Chinese New Year's Eve

2. We only accept applications from schools, charities and non-profit organizations. Application from commercial organization will be rejected.
3. A visiting capacity limit has been set so as to conform with the fire safety standard. Reservations of group visit are required, all the non-reserved group(s) are NOT allowed to visit the museum.
4. The group is only allowed to choose either one of the two daily timeslots. The application form is only applicable for **group size with 16 – 30 people**. There is no need to fill in the application form if the group size is 15 people or below.
5. The applicant is required to submit the completed application form **at least 1 week and at most 2 months** in advance of the intended date of visit. Please return the completed application form to HMHH by email, fax or post. Visits will be arranged on a first-come-first-served basis.
6. No guided tour service will be provided for the group visit.
7. Successful applicants will receive a confirmation letter by email of fax. If no reply is received from HMHH **5 days** after the application, please contact HMHH staff as soon as possible.
8. Tropical cyclone warning signal No. 8 or above Heritage of Mei Ho House (HMHH) will be closed, and it will be open 2 hours after the signal is lowered. If the opening time is less than 2 hours before the normal closing time, it will remain closed.
9. No change is allowed for any group visit after confirmation notes have been issued.
10. Please arrive at HMHH on time, and present confirmation notes and proofs of identity for verification upon admission. We reserve the right to cancel a visit in case of late arrival.
11. 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.
12. 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.
13. HMHH reserves the right to limit the frequency of tours provided to any organization within a specified period of time
14. 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