



## Group guided tour service

1. The following organisations are eligible to apply for free group guided tour service:

Internal HKU parties, registered schools (kindergartens, primary schools, secondary schools, post-secondary institutes or universities), and registered charitable or non-profit making organisations serving people with disabilities or the elderly in a group of ten or more.

2. The applicant should be registered under the Societies Ordinance, incorporated under the Companies Ordinance, formed by statute or registered on the list of approved charitable institutions or trusts of public character. Its Constitution or Memorandum and Articles of Association or Ordinance Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.

3. For registered charitable organisations or registered non-profit-making organisations, applicants should produce copies of supporting documents (i.e., Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or Letter issued by the Social Welfare Department) to identify the charitable nature or non-profit-making nature of the organisation. The copies should be certified true by an authorised officer together with the organisation's chop.

4. Please notify UMAG at least one week prior to your visit if you need to make any alterations or to cancel. Guided tour services will be cancelled automatically for groups arriving **fifteen minutes** late. **Please contact the museum as soon as you know your group will be late.**

5. Applicants who do not fall into the stated categories may still apply for guided tours as long as any required fees are paid **two weeks** prior to the proposed date of visit. Please notify UMAG at least **one week** prior to the visit if you need to make any alterations or to cancel; otherwise, no payment will be refunded for any cancellation or alterations.

6. The number of participants for each tour is limited to **eleven persons** (including accompanying staff).

## Group visit (Without guide)

Advance reservations are required for groups of twelve. Please click [here](#) to register.

7. Booking Guidelines—Applications for guided tour service/ group visit can be made up to six months in advance of the tour and must be made at least **two weeks** before the proposed date. Applications made less than **two weeks** before the proposed date of visit will not be considered. Guided tours will be arranged on a first-come-first-served basis and are subject to UMAG's final approval. Please return the completed form by post to 90 Bonham Road, Pokfulam, Hong Kong (please mark "UMAG Group Visit" on the envelope) or else fill out the [online form](#) for UMAG to process your application.





8. Please allow 5 working days for the application to be processed upon receipt of all the required information. A confirmation letter will be sent via e-mail after the application is approved. Please bring along this letter on the day of your visit. If you do not hear from UMAG within ten days after submission, please contact us to confirm the booking.
9. Large coaches can only drop off/pick up visitors at 94 Bonham Road, Pokfulam, directly outside the HKU campus in the bus bay. Rehabus may drop off/pick up disabled visitors outside the T.T. Tsui Building on campus. The vehicle can enter campus via the Pokfulam Road West Gate entrance and follow signs to the T.T. Tsui Building or Swire Hall. No public parking spaces are provided.
10. Due to limited exhibition space, visitors should avoid carrying large bags and luggage (including school bags) into the museum. They are advised to bring a small bag for personal belongings.
11. Visitors are welcome to stay in the museum and visit other exhibitions or participate in exhibition-related activities after the guided tour.
12. Opening days and hours  
Tuesday – Saturday 09:30am – 6:00pm  
Sunday 1:00pm – 6:00pm  
Closing days:  
Mondays (Group guided tour service will be available from 09:30am – 6:00pm)  
Public and University holidays
13. You have the right to request access to and to request the 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. The personal data you provide by means of this form will be kept in the UMAG records.

### Special Arrangements Under Inclement Weather Conditions

- a. Guided tours/ unguided group visit will be cancelled: When the following warning is issued by the Hong Kong Observatory and is still in force **four hours** before the tour is scheduled to begin:
- Tropical Cyclone Warning Signal No. 3 or above; or Red/Black Rainstorm Warning (for kindergartens / primary schools / special schools / child centres / centres for elderly / similar organisations)
  - Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Warning (for secondary schools / tertiary institutions / similar organisations)
  - Education Bureau has announced class suspension. (For kindergartens, primary, secondary and special schools).
- b. Guided tours/ unguided group visit will be conducted as scheduled: When the following warning is lowered by the Hong Kong Observatory **four hours** before the tour is scheduled to commence:
- Tropical Cyclone Warning Signal No. 3; or Red/Black Rainstorm Warning (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
  - Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Warning (For secondary schools / tertiary institutions / similar organisations)

For enquiries regarding Guided Tour Services, Unguided Group Visit or personal data collection, please contact our staff at 2219 4514.

