

Friends of Hong Kong Museum of Art - Private Guided Tours Visitor Booking Process 香港藝術館之友 - 特級導賞團預約程序

The Friends' Special Guide Program organized by Friends of Hong Kong Museum of Art serves to complement the Museum's current Docents Programs of public tours and booked tours for educational institutes and registered charities. Private Guided Tours allow individuals or groups who fall outside the remit of the Museum's Docents Program to be led by experts on their visits of the Hong Kong Museum of Art.

香港藝術館之友特級導賞團設立之目的，旨在於香港藝術館常設的公眾導賞服務及教育機構或註冊慈善機構預約導賞團計劃外，為觀眾提供額外的選擇。此私人特級導賞服務涵蓋藝術館導賞計劃範圍以外的個人或團體，專享由本會資深導賞員導領，深入了解藝術館珍貴展品的深度旅程。

1. Private Guided Tours are available to the public who want a VIP tour of HKMoA and its exhibits. Bookings will be made directly with the office: Angel Chan at office@friendshkmoa.hk or +852 2734 2196. Bookings must be made at least 3 weeks in advance.

公眾人士如欲以專屬導賞團形式參觀香港藝術館均可預約特級導賞團。敬請於預約參觀日期前不少於三星期，電郵 office@friendshkmoa.hk 或致電 +852 2734 2196 陳小姐洽。

2. Currently we offer Cantonese, English, Mandarin and French.

現時可供選擇之導賞語言：廣東話、英語、普通話和法語。

3. Private Guided Tours are approximately 60 minutes each and conducted during the Museum's regular opening hours. For the best experience, we recommend visiting on weekdays or before noon during weekends or public holidays. If planned tours will be over 60 minutes, the price will change.

特級導賞團預設參觀時間約為 60 分鐘，並於藝術館正常開放時間內進行。為達至最佳觀賞體驗，預約參觀時間建議於工作日、週末或公眾假期之上午。如若導賞團預計維時超過 60 分鐘，所需捐款額將有所調整。

4. Each Tour will focus on an exhibit from the current collection or a special exhibit. The tour will be tailor made to fit the request of the group. If there is no specified preference than the guide will follow a standard tour.

請於屆時藝術館舉行之各展覽中選擇目標展覽，專屬導賞團參觀內容將依據團體要求訂製。若並無指定目標展覽，導賞員將安排標準導賞行程。

5. The suggested donation for Private Guided Tours is HK\$400 per person, with a minimum donation of HK\$2,000 per group. Please note that tickets to special exhibitions are included. Small groups of less than 5 persons could be arranged as long as the minimum donation level is reached.

特級導賞團之建議捐款額為每位參加者港幣 400 元，最低捐款額為港幣 2,000 元，捐款已包括特別展覽之入場費用。少於 5 位參加者之小型團體亦可預約，唯捐款需達最低捐款額要求。

6. Full payment is required to confirm the reservation. Please note once booked, donations are non-refundable, although we will accommodate a make-up time for the Tour within one calendar year of the originally scheduled Tour date.

團體需繳付全額捐款以確認預訂。請注意確認預訂後捐款恕不退還，唯可作延期安排，限期為原定參觀日期內 1 年。

7. The maximum capacity per group is 20 persons. If your group size is larger than 20, please book separate Tours. The Specialists will use the Friends' audio equipment if needed.

特級導賞團每團參加者上限為 20 位。若參加者超過 20 位，敬請為超出額人數預約另一導賞團。如有需要，導賞員將視乎現場情況採用香港藝術館之友的音訊設備。

To request a Private Guided Tour, please complete the below form and email to office@friendshkmoa.hk. Once we have secured a Friends Specialist for your desired time, we will be in touch with the invoice for donation.

如需預約特級導賞團服務，請填寫以下表格並電郵至 office@friendshkmoa.hk。若本會確認可安排導賞員於指定預約時間導覽，即會與閣下聯繫並提供捐款發票。

Friends of Hong Kong Museum of Art - Private Guided Tours Booking Form

香港藝術館之友 - 特級導賞團預約表格

Name 姓名：_____

Email 電郵：_____ Tel 電話：_____

Tour Details 預約導賞團：

Date 日期：_____ Time 時間：_____

No. of persons 參加者人數：_____

Focus areas (Please list in order of preference)

感興趣之項目：（請列明優先次序）

- Chinese Antiquities （中國古董） Modern and Hong Kong Art （現代及香港藝術）
 China Trade Art （中國貿易藝術） Chinese Painting and Calligraphy （中國書畫）

Tour Language (Please list in order of preference)

導賞語言：（請列明優先次序）

- English （英語） Cantonese （廣東話） Mandarin （普通話）
 Others 其他：_____

Please check if you wish to arrange a Children's Tour

若此導賞團為兒童觀眾而設，煩請祈示