

# 香港飛行總會基金 (參觀須知)



## 申請安排

1. 團體參觀適用於非牟利組織、慈善組織、學校或教育機構。團體須於參觀日期前最少一個月前，傳真 / 電郵 / 郵寄申請表格予香港飛行總會基金(以下統稱為'本會')。同時，申請之參觀日期只限六個月內。
2. 參觀一經批核，參觀團體須於活動進行前一星期，將團體名稱、參觀日期及所有參加者(包括同行職員/義工)姓名電郵至 [charity@aviationclub.hk](mailto:charity@aviationclub.hk)。
3. 為加強參加者對飛行活動的認識，本會特別為參觀團體提供導賞服務，並由本會人員或義務飛行員分享飛行經驗及知識，實際內容及飛行員安排將由本會決定。
4. 入場人數應以申請信內列明人數為準，如有更改，請於參觀前通知本會職員。
5. 團體申請參觀人數最多三十人(不包括同行職員/義工)。本會亦可能要求團體增減同行職員/義工人數。
6. 如果團體需要更改或取消已預約的申請，必須於原定參觀日期前最少兩個工作天通知本會負責職員。
7. 參觀團體需於活動時間十分鐘前到達，以便安排參觀細節。
8. 團體在參觀當天如遇突發事件未能準時抵達，請致電 2712 4883 與本會聯絡。如團體遲到三十分鐘而未有事先通知，本會有權取消其當日之參觀安排。
9. 本會或於活動過程中進行錄影及拍攝，並擁有將影片用作宣傳、公開播放、剪輯之一切有關權利。
10. 參觀活動費用全免。本會收入來自香港飛行總會及社會人士熱心捐助，本會概允慈善捐款，捐款港幣一百元或以上，如有需要，本會可發收據作稅項豁免之用。
11. 本會保留所有參觀安排的決定權。

## 場地秩序安排

1. 參觀團體負責人必須維持團體紀律，確保參加者緊隨大隊及聆聽本會人員指示。
2. 基於安全理由，本會禁止參加者於本會內奔跑或追逐，特別是直昇機維修庫範圍內，並嚴禁觸摸維修庫內的直昇機，以免發生危險。
3. 參加者切勿攀越圍欄或闖入停機坪，並小心照顧同行兒童。
4. 參觀者請保持本會清潔，並請愛護花木和周邊環境。
5. 除本會餐廳或特別安排外，禁止在本會範圍內飲食。
6. 請勿於本會或維修庫範圍內吸煙。

## 惡劣天氣安排

1. 如天文台發出雷暴警告、黃色暴雨警告、或懸掛三號熱帶氣旋警告，本會將會如常開放進行展覽導賞及室內參觀，唯戶外參觀部份將會取消。本會職員將會視乎當日天氣作出安排。
2. 當八號或以上風球懸掛或黑色暴雨警告信號生效時，本會將不會開放，而有關的團體預約亦將會自動取消，恕不另行通知。另外在參觀期間遇上惡劣天氣，本會戶外地方將會暫停開放。正在戶外的參觀者應遵守工作人員指示到安全的地方暫避或離開本會。

# **Hong Kong Aviation Club Foundation** **(Group Visit Notice)**



## **Group Visit Application**

1. Group Visit is applicable to non-profit making organization, charitable organization, school or educational institute. All application should be submitted to Hong Kong Aviation Club Foundation ("HKACF") at least **1 month** prior to the date of visit by fax, email or post. The date of visit must be within **6 months**.
2. Successful applicant should submit the details of the group visit including name of group, date of visit and names of visitors (includes escorts/volunteers) by email to [charity@aviationclub.hk](mailto:charity@aviationclub.hk) one week prior to the date of visit.
3. To enhance visitors' understanding of flying and enjoyment of visit, a guided tour services will be provided by HKACF staff or voluntary pilot(s). HKACF reserves the right to change the content of visit.
4. The number of visitors must be the same stated at the application form. If there is any change, please inform HKACF prior to the visit.
5. The maximum number of visitors per group is limited to 30 (exclusive of escorts/volunteers). HKACF might request the group to increase/decrease the no. of escorts/volunteers.
6. If there is any change or cancellation, the group should inform HKACF at least 2 days prior to the date of visit.
7. The visiting group should arrive 10 minutes in advance on the date of visit for coordination.
8. If the group cannot arrive on time on the date of visit due to special reason/s, the group should inform HKACF by phone (2712 4883) immediately. If the group is late for 30 minutes or more without notification to HKACF, the HKACF reserves the right to cancel the visit.
9. HKACF may take photos, recording or filming on the date of visit. HKACF have all rights of those photos and videos as promotional materials, editing and broadcasting to public.
10. Visit is free of charge. HKACF's income comes from Hong Kong Aviation Club and donations. Your contribution would be highly appreciated. All donations of HK\$100 or above are tax-deductible and a receipt will be issued on request.
11. HKACF reserves the right for final decision of visit and its arrangements.

## **Discipline**

1. The group's person-in-charge must be responsible for its group discipline. All visitors should follow the instructions from HKACF staff or pilot(s).
2. For the safety of visitors, running and chasing are not allowed in all area of the club; particularly in the hangar area. Touching the helicopters in the hangar is strictly prohibited.
3. No climbing or enter into the Helipad is allowed. The escorts must take care of the children at all time.
4. Please keep all area of the club clean and do not damage the environment; structure etc.....
5. Please do not eat or drink outdoor except in the restaurant or under special arrangement.
6. Smoking in club's indoor area is strictly prohibited.

## **Bad Weather Arrangement**

1. If Thunderstorm Warning, Amber Rainstorm Warning or Typhoon Signal No.3 is hoisted, the visit and indoor guided tour will be normal. However, the outdoor guided tour will be cancelled. HKACF staff may change the program of visit which depends on the weather condition.
2. The Club will be closed when Typhoon Signal No.8 or Black Rainstorm Warning is hoisted, club visit activities will be cancelled. If the warning is hoisted during the visit, outdoor area will be closed. Visitors touring outdoor should go to safe area or leave the club immediately and safety under the instruction from HKACF staff or pilot(s).



### 前往本會方法 How to come

#### 1. 駕駛路線 Driving Route

請參閱以上紅色路線 Please refer to the above red line

#### 2. 行經本會附近之公共交通工具 Public transport passing nearby the club

公共巴士 Public Bus: 11, 11B, 11K, 12A, 14, 15, 21, 3B, 5, 5C, 5D, 61X, 75X, 85, 85A, 85B, 85C, 85S, 85X, 891, 93K, 106, 796X, N111, R22

綠色小巴 Green Lightbus: 2, 49, 69, 105

地址: 九龍九龍城宋皇臺道 31 號地下

Address: G/F Sung Wong Toi Road, Kowloon City, Kowloon

電話 Tel: (852) 2712-4883

傳真 Fax: (852) 2761-9511

電郵 Email: [charity@aviationclub.hk](mailto:charity@aviationclub.hk)