

Nan Lian Garden Group Visit Booking Form

南蓮園池團體預訂表格

To : Nan Lian Garden General Office 致南蓮園池辦事處

Fax No 傳真號碼 : (852) 3658 9424

Name of Organisation 團體名稱			
Registration No 註冊號碼			
Proposed Date/Time 申請遊覽日期/時間	1st Choice 首選 _____dd 日 _____mm 月 _____yy 年 Time 時間 _____	2nd Choice 次選 _____dd 日 _____mm 月 _____yy 年 Time 時間 _____	
(Optional info) (可選不填)	Group from HK/Mainland/Overseas 團員為 香港/國內/外國人士	No. of People 全團人數	No. of coaches 旅遊車數目
Coach Plate No. (If available): 車牌號碼 (如適用)			
1. _____ 2. _____ 3. _____ 4. _____			
Name of applicant 申請人姓名 Mr/Ms 先生/女士		Tel no. 電話號碼	(day time 日間) (mobile 手提)
E-mail 電郵	Fax no. 傳真號碼		
Address 地址			

Signature of applicant /
Representative of organisation
申請人/團體代表簽署

Organisation / Company chop
(If applicable)
所代表團體的印鑑 (如適用)

Date
日期

Nan Lian Garden Booking Confirmation

南蓮園池預約確認通知書

Application accepted / not accepted. 接納/不接納申請	Confirmed Date & Time of Visit 確認遊覽園池日期及時間	Confirmed No. of People to be admitted 確認接納人數
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General Office of Nan Lian Garden
南蓮園池辦事處

Date 日期

IMPORTANT NOTES: PLEASE NOTE REMARKS ON THE FOLLOWING PAGE
重要注意事項: 請細閱下頁所載的備註重要注意事項

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Important Notes:

1. Booking is valid only after **confirmation by Nan Lian Garden**.
2. Group Leader must show **confirmed booking form** at Entrance (Black Lintel Gate).
3. Guided tours for groups should be applied separately.
4. Each group application covers **20 to a maximum of 180 persons**.
5. Applications must be made at least **three clear working days** (Monday to Friday, excluding public holidays) in advance.
6. Group leaders should ensure that their group members observe strictly the rules and regulations of the Garden (for details, please refer to www.nanliangarden.org).
7. Subject to availability of parking space, organisation with confirmed booking may enjoy 1 hour free parking.
8. **Nan Lian Garden has the final discretion on the interpretation of and any matter arising from or in connection with this booking form.**

重要注意事項：

1. 團體預訂表格須**獲南蓮園池確認**後，才屬有效。
2. 團體負責人必須在本園入口處(烏頭門)出示**南蓮園池預約確認通知書**。
3. 如欲預約團體導賞服務，請另外致函申請。
4. 每次團體申請的人數由 **20** 起，並以 **180** 人為上限。
5. 申請必須於**最少 3 個工作天** (星期一至五，公眾假期除外) 前遞交。
6. 團體負責人須確保團員嚴格遵守南蓮園池各項守則(詳情請瀏覽 www.nanliangarden.org)。
7. 視乎車位情況，預約經確認後，團體可享有一小時免費泊車。
8. **南蓮園池保留對本預訂表格的解釋及因而引起或有關事宜的最終決定權。**

Notes about Personal Data

1. The personal data provided by means of this form will be used by the Nan Lian Garden for the following purposes:
 - (a) activities relating to the processing of this application; and
 - (b) facilitating communications between the Nan Lian Garden General Office and the applicant as and when necessary.
2. The personal data is supplied by the applicant on a voluntary basis. However, if the applicant fails to supply the required data, the application may be refused.
3. Applicant has a right of access and correction with respect to personal data as provided for sections 18 and 22 and principle 6 of schedule 1 of Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
4. Enquiries concerning the personal data collected by this form, including the making of access and corrections, should be addressed to the Nan Lian Garden General Office at No 60 Fung Tak Road, Diamond Hill, Kowloon, Hong Kong.

有關個人資料(私隱)有關個人資料(私隱)條例

1. 南蓮園池將使用表格上的個人資料作下列用途：
 - (a) 辦理這次申請有關事宜；及
 - (b) 有需要情況時聯絡申請人。
2. 表格上的個人資料均由申請人自願提供。若申請人提供的資料不足，有關申請可能不獲接納。
3. 根據個人資料(私隱)條例第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正表格上的個人資料。
4. 如欲查詢本表格上的個人資料，包括查閱或改正已填報的個人資料，請以書面向南蓮園池辦事處(九龍鑽石山鳳德道 60 號) 提出。