

Name of School / Organisation 學校 / 團體名稱		
Contact Person 聯絡人	Title 職稱 Mr. 先生 Ms. 女士	
Email Address 電郵地址	Contact No. 聯絡電話	
No. of Participant (Including Staff) 參觀人數 (包括工作人員)	Grade (If applicable) 學生級別 (如適用)	
Include STEAM Workshop 包括STEAM 工作坊	Yes 會	No 不會
Workshop Selection 工作坊選項	STEAM Model 模型製作	Coding 程式編程
Available Booking Hours 可供預約時段 Monday – Friday: 10:00am–12:30pm 2:30pm–5:00pm 星期一至五: 上午10時至下午12時30分 下午2時30分至5時		
Suggested Visit Duration 建議參觀時間 Including STEAM Workshop: 2.5 hrs 包括STEAM工作坊: 2.5小時 Excluding STEAM Workshop: 2 hrs 不包括STEAM工作坊: 2小時		
1st Preferable Date 首選活動日期	Time Slot 參觀時段	
Y Y Y Y - M M - D D	H H : M M - H H : M M	
2nd Preferable Date 次選活動日期	Time Slot 參觀時段	
Y Y Y Y - M M - D D	H H : M M - H H : M M	
Remarks 備注		

Terms & Conditions 條款及細則：

HGC Dedicated Use

- Application must be submitted at least 5 working days in advance. Visit without appointment will not be accepted. 參觀「智惜用電生活廊」須於參觀日期前最少 5 個工作日提交申請。本館不接受非預約之參觀。
- Each guided tour accommodates 5 to 25 participants. Visitors should be aged between 6 and 70 (group of 10 or above and with visitor aged under 14 must be accompanied by at least TWO adults). 每節導賞團參觀人數須為 5 至 25 人。參觀者年齡限制為 6 至 70 歲 (如 14 歲或以下之參觀者人數超過 10 人以上，必須由最少 2 位成年人陪同參加)。
- Only staircase is available for commuting in this 5-storey building. Visitors should take into account their own safety. 本館樓高 5 層，僅設樓梯供參觀人士上落。參加者請顧及自身安全。
- Preferable date and session will be arranged as far as possible, subject to HK Electric's final confirmation. Phone and email confirmation regarding the date and session of visit will be provided by HK Electric. Applicant must complete and submit the visitor list after receiving the confirmation email. HK Electric reserves the right to decide on details of the visit and the STEAM workshop. 活動將盡量配合所選擇的參觀日期及時段，惟最終以確認安排為準。港燈將以電話及電郵確認實際之參觀日期及時段。申請者收到確認電郵後，須填妥並提交參加者名單。本館保留權利決定有關參觀及 STEAM 工作坊的安排細節。
- HK Electric staff may occasionally take photos or videos during the visit at Smart Power Gallery for use in promotional publications, corporate social media platforms (including Facebook and/or YouTube) and on our corporate website. These images will not be shared with third parties. If you do not wish for any photos or videos taken during the visit be used, please inform us in writing. 港燈職員將不時於參觀活動進行期間拍攝及攝錄有關情況，及將有關圖像及片段刊登於宣傳品，以及上載至本公司網站及社交平台 (包括 Facebook 及 YouTube) 作推廣用途。相關圖像及片段不會轉移至第三方。如不欲港燈使用有關圖像及片段，請以書面形式通知本公司。

Collection of the above information is solely for the arrangement of the visit. The information will be kept by Customer Business Development Department of HK Electric and will be used when necessary. The information collected will be deleted and shredded within two months after the visit. Regarding the Company's guidelines in handling personal data, please refer to the "[Privacy Policy Statement](#)" posted on website of HK Electric.

以上收集的資料僅供是次參觀安排及聯絡使用。有關資料由港燈客戶業務發展部保管及有需要時使用，並於活動後兩個月內銷毀。關於公司的個人資料處理守則，請參閱已上載於港燈網站的《[私隱政策聲明](#)》