




Application for Visit to the LegCo Building

After **telephone appointments**[#] are successfully made, please complete the application form and return it by mail (Address: Legislative Council Building, 8 Jackson Road, Central, Hong Kong) or by fax (Fax number: 2537 1851) to the Public Information Division of the LegCo Secretariat.

Name of School/Organization <i>(Please delete as appropriate)</i>	Chinese, if any:	
	English:	
Address:		
Telephone:	Fax:	Email:
Teacher/Staff in charge:		Mobile number:
Number of visit(s) applied: _____		
Date(s) and time of visit(s) confirmed by telephone appointment:		
1 Date: _____	Time: _____	No. of visitors: _____
2 Date: _____	Time: _____	No. of visitors: _____
3 Date: _____	Time: _____	No. of visitors: _____
4 Date: _____	Time: _____	No. of visitors: _____
5 Date: _____	Time: _____	No. of visitors: _____
Particulars of visitors: (e.g. Class attending; average age; whether special arrangements are required)		
Topics wish to be highlighted in the briefing (You can choose multiple topics)		
<input type="checkbox"/> History of the Legislature	<input type="checkbox"/> Law making process	<input type="checkbox"/> History of LegCo Building
<input type="checkbox"/> Composition of LegCo	<input type="checkbox"/> Voting procedures	<input type="checkbox"/> Others (Please specify)
<input type="checkbox"/> Powers of LegCo	<input type="checkbox"/> Committee System	_____
<input type="checkbox"/> Functions of LegCo	<input type="checkbox"/> LegCo meeting	
Role-playing Game – How Law is Made (For school visit only. Please choose a topic for the game.)		
<input type="checkbox"/> Mobile Phone Bill (Script will be provided)		
<input type="checkbox"/> Other topic (Please specify) :		
Language <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English		
↔ For Official Use Only ↔		
Date received:	Confirmed: Y/ N ()	Confirmation letter sent on:

[#] Booking hotline: 2869 9251

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Notes for Visitors

Visit Arrangements

1. To avoid disrupting the visit arrangements, tour groups are advised to arrive at the Building on time. As visit tours may be scheduled consecutively, visit time may not be extended for late arrivals.
2. To facilitate tour groups in making transportation arrangements, vehicles carrying visitors may pick up and drop off passengers at the LegCo Carpark, but parking and waiting are not allowed. Tour groups may contact the Secretariat at 2869 9251 and inform us of the vehicle registration marks one day in advance if they intend to pick up and drop off visitors at the LegCo Carpark.
3. Secretariat staff will arrange the touring routes and places after taking into account the schedule of meetings to be held in the Legislative Council Building on the visit day. Tour groups may not be able to visit all the facilities in the Building.
4. In case the business on the agenda of LegCo meeting on Wednesday cannot be finished and the meeting will need to be resumed on Thursday morning, visitors of tours scheduled on Thursday will be arranged to receive a briefing on LegCo, take part in a role play game and observe the proceedings of LegCo meeting in the public galleries of the Chamber.

Guidelines for Visitors

1. Visitors are advised to follow the instructions of the Secretariat staff during visits. They are requested not to leave the tour groups or enter any restricted areas. The organizers of the tour groups are requested to assist in maintaining order during visits. They are also advised to provide adequate manpower to take care of their group members.
2. Tour group who is going to observe the proceedings of meetings may be required to go through security check, please follow the procedures as instructed by security staff. Before entering the public galleries of the Chamber, visitors should switch off their mobile phones and be seated as directed by staff members of the Secretariat. Please keep quiet while observing the proceedings of meetings.
3. Visitors are welcome to take photos during visits inside the Building, except when observing the proceedings of meetings in the public galleries of the Chamber where photo taking is not allowed.
4. Eating and drinking are not allowed in the Building. Visitors shall not deface or damage any property in the Building.

Cancellation of Scheduled Visits

1. Tour groups wishing to cancel scheduled visits should inform the Secretariat as soon as possible by calling 2869 9251, followed by a written confirmation.

Arrangements in case of Inclement Weather / Special Circumstances

1. If the Education Bureau announces the suspension of classes of schools, scheduled visits for schools on that day will be cancelled accordingly. However, if schools request that visits be conducted as scheduled, the Secretariat may, depending on the circumstances, make such special arrangements.
2. Visits will be cancelled if Tropical Cyclone Warning Signal No. 8 or above or Rainstorm Black Warning is issued and/or remains in force two hours before the scheduled time of visits. Visits will be conducted as planned if Tropical Cyclone Warning Signal No. 8 or above or Rainstorm Black Warning is cancelled two hours before the scheduled time of visits. In the case that such signal or warning is issued after scheduled visits have started, tour groups and the Secretariat will decide together whether the visits should be terminated.
3. In case of other inclement weather or emergency traffic conditions, tour groups may decide whether the scheduled visits on that day should be cancelled. If it is decided that the visits be cancelled, they should inform the Secretariat at 2869 9251 accordingly.

The undersigned hereby certifies that all the information furnished on this form is complete and accurate. (To be signed by the teacher-in-charge, or an officer holding responsible position in the organization.)

Signature _____ Name _____ Post _____

School/Organization Chop _____ Date _____