



Guided Tour Booking Form (for Public Group of 15 visitors or above)

Please send the completed form to Visitor Services Section (email: visit@legco.gov.hk)

*Mandatory

Please tick as appropriate

Section 1 : Booking Information				
Date of guided tour*		Start time of guided tour*		
Name of group*	(English)			
	(Chinese)			
Supplementary supporting documents (e.g. certificate of registration of a society or business registration certificate) #			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of participants* <small>(must be within 15-45 participants)</small>		Participants with disabilities#	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Language*#	<input type="checkbox"/> Cantonese <input type="checkbox"/> English <input type="checkbox"/> Putonghua			
Age range of participants*				
Section 2 : Booking Applicant's Information				
The name written must match your identification document. You will be requested to present your identification document when redeeming the tour badge.				
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Others : _____			
Name	(English)*	Surname		
		First Name		
	(Chinese)	(if any)		
Position		Email*		
Telephone (direct line)*		Mobile		
How did you know about the guided tour service of the Legislative Council Complex? (You can choose more than one)				
<input type="checkbox"/> Legislative Council website <input type="checkbox"/> Legislative Council telephone hotline <input type="checkbox"/> Media <input type="checkbox"/> Friends <input type="checkbox"/> Others : _____				
Section 3: Declaration				
I _____ have read and agree to observe the Rules for Participation in Guided Tours and the Important Notes regarding booking of tours printed on page 2 of this form.				
Applicant's Signature : _____ Date : _____				
Section 4 : For Visitor Services Section of Legislative Council Secretariat only				
Date of submission		Staff		
Application result	Date of tour	Start time of tour		
Confirmation date		Staff		
Remarks				

Rules for Participation in Guided Tours

Guided tours of the Legislative Council Complex are organized free of charge to enhance the public's understanding of the Legislative Council and provide an opportunity for visitors to tour around the Complex. In order to ensure a pleasant touring experience, all tour participants are required to observe the following rules:

1. Participants should wear the tour badges prominently during their stay in the Legislative Council Complex.
2. Participants should take good care of the audio receivers during the tour and return them after the tour.
3. No eating or drinking is allowed during the tour.
4. Participants should not damage the exhibits in the Legislative Council Complex. Any damage to the exhibits should be reported immediately to the staff conducting the tour. Participants may be held responsible for any damage made.
5. Participants should not use flash for photography. Prior approval should be sought from the Legislative Council Secretariat for filming or recording during the tour.
6. Mobile phones, pagers and other beeping/ringing devices should be turned to silent mode during the tour.
7. Loudspeakers should not be used inside the Legislative Council Complex.
8. Large bags, umbrellas, raincoats and any items not needed for the tour should be kept in the lockers provided at the Main Lobby or in such other places as required by the staff conducting the tour.
9. Participants are responsible for their personal belongings during the tour. The Legislative Council Secretariat does not take any responsibility for loss of personal belongings.
10. Participants should stay with the group and not wander around.
11. Leaders of group visitors should maintain the order of their group.
12. Late comers will be arranged to join the next available tour.
13. A visit may be made to the Souvenir Kiosk and/or the Cafeteria after the tour. To avoid overcrowding in the Main Lobby, the time that visitors can stay behind in the Main Lobby is printed on their tour badges.
14. Warnings will be given to participants contravening these Rules or causing nuisances or appearing likely to behave in a disorderly manner during the tour.
15. Participants ignoring the warnings and refusing to obey any directions given to him/her by the staff conducting the tour are required to leave the tour.
16. The above Rules are subject to review and may be changed as and when required.

Important Notes on Booking Guided Tour of the Legislative Council Complex

1. The booking application will be processed by the Visitor Services Section of the Legislative Council Secretariat (the Secretariat).
2. If your group has supplementary supporting documents, such as certificate of registration of a society or business registration certificate, please indicate the booked tour date and time on the document.
3. A confirmation email will be sent to the applicant within 7 working days upon receipt of the application. If the applicant does not receive the confirmation email within the above-mentioned period, please contact the Visitor Services Section at 3919 3441 during office hours.
4. The tour session will be allocated on a first come, first served basis.
5. In case the tour session being applied for is not available, the applicant will be informed of the result within 7 working days.
6. The personal information provided in this form will be used by The Legislative Council Commission ("the Commission") for one or more of the following purpose(s):
 - (a) processing booking of Guided Tour of the Legislative Council Complex;
 - (b) provision of visitor and/or education services; and
 - (c) compiling statistics.
7. The provision of the personal information marked with asterisks in this form is mandatory. Your application will not be processed further if you fail to provide the requested personal information.
8. Only authorized staff of the Commission will be given access to the personal information provided in this form on a need-to-know basis.
9. Personal data provided by your group will be retained for 2 months for the purposes stated in paragraph [6] above, after which the data will be erased.
10. If your group wants to correct or access the personal information collected in this form, please contact Public Information Officer of the Legislative Council Secretariat at 3919 3416 during office hours.
11. To cancel the booking, change the date and time of the guided tour, or change information (except the booking applicant) provided on the booking form, please contact the Visitor Services Section at 3919 3441 during office hours.
12. For enquiries of the booking procedures, please contact the Visitor Services Section at 3919 3441 during office hours.