

Civic Education Resource Centre (CERC)
Guidance Notes for Booking Guided Tour Service of The Gallery

Guidance Notes for Booking

1. The Gallery provides guided tour service for groups of 20 or more. Advance booking is required. This service is only available during the opening hours of the Gallery.
2. Bookings will be processed on a first-come-first-served basis. Please first call 2505 2156 during the opening hours of the CERC for reservation, and then fax the completed booking form to 2505 0286 for processing.
3. Successful bookings will be confirmed in writing. Please present the confirmation letter for admission.
4. Please arrive on time for the visit so as not to disrupt the day's visits schedule and other arrangements. Pre-booked service may be cancelled if you are late for more than 30 minutes.
5. If there are too many visitors, visitors will be admitted in groups having regard to the capacity of the Gallery.
6. The CERC reserves the right to re-schedule the date and time of visit if necessary.
7. Group leaders should maintain the order of their groups and ensure their compliance with the rules and regulations of the CERC. Group leaders should gather their groups together and do a head count before leaving.
8. Please do not use loudspeakers in the CERC.
9. Smoking, running, squatting, playing, eating, drinking or filming (except filming with prior written permission) is strictly prohibited in the CERC.
10. The CERC reserves the right to take any action deemed necessary where any property is found to be damaged as a result of misuse.
11. Any visitor causing a nuisance or disturbance to others will be asked to leave immediately.
12. In case of accidents or emergencies, please approach CERC staff for assistance.
13. The following arrangements will be made under inclement weather conditions:
 - The CERC will be closed if tropical cyclone warning signal no. 8 or above or a black rainstorm warning signal is in effect.
 - If the Education Bureau announces the suspension of classes of schools, school visits and relevant services will be cancelled.
14. Applicants have a right of access and correction of personal data stated in the booking form as

provided for under the Personal Data (Privacy) Ordinance. Enquiries concerning the access and correction of personal data collected in the booking form should be addressed to the person-in-charge of the CERC (Address: 7/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong; Telephone No.: 2505 2156).

Fees

Free entry

Opening hours

Resource Corner: Mondays to Fridays* 9 am to 9 pm

Saturdays & Sundays* 9 am to 6 pm

The Gallery: Mondays to Sundays* 9 am to 6 pm

*Closed on public holidays

Location

7/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (Exit A, Chai Wan MTR Station)

Enquiry and Booking

Telephone No.: 2505 2156