

## One Day Programme- The Secret World of Wild Animals Application Form

Please submit the completed application form to KFBG at least one month on or before the intended visit date either:

- by fax at 2488 7199 or
- by mail to 'Education Department, Kadoorie Farm and Botanic Garden, Lam Kam Road, Tai Po, N.T., HK'.

Please mark 'Application for One Day Programme – The Secret World of Wild Animals' on the envelope.

- Please read through 'Visitors' Guidelines' before submission.

Name of organization: \_\_\_\_\_ (in Chinese)

\_\_\_\_\_ (in English)

Organization Nature: ☐ Primary School (Education Bureau Reg. No. : \_\_\_\_\_)  
☐ Secondary School (Education Bureau Reg. No. : \_\_\_\_\_)

Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ (in Chinese) \_\_\_\_\_ (in English)

(Age 18 or above)

\_\_\_\_\_ (Position)

Contact: Mobile phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(MUST BE FILLED IN and PRINT CLEARLY)**

Date of Visit (dd/mm/yy): 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

Selection of Duration: ☐ One-Day (9:30am - 3:00pm) ☐ Half-Day (9:30am - 12:00nn) ☐ Half-Day (2:00pm - 4:30pm)

Selection of Language: ☐ Cantonese ☐ English

Would you like to receive latest news of KFBG in the future? ☐ Yes ☐ No

Number of Visitors: \_\_\_\_\_ students \_\_\_\_\_ adults (A minimum ratio of 1:12 adults to students is required.)

Education Level of students: \_\_\_\_\_ (e.g. Primary 1- 3)

Fee:

Organization Type/ Fee			No. of persons (Max 22)	Sub-total
Registered school and charity organizations*	HKD50/ head (One-Day)	HKD25/ head (Half- Day)		
Other organizations	HKD100/ head (One- Day)	HKD50/ head (Half- Day)		
<b>Total:</b>				

**\*Copy of relevant documents must be submitted with application for verification**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of School Principal /  
Officer In-charge of Organisation

\_\_\_\_\_  
Seal of Organisation

Date: \_\_\_\_\_

FOR OFFICIAL USE	SIV no.	Amount received (\$)	Cash/ cheque no.	Date of receipt	Officer in charge

### **Confirmation Procedures**

1. KFBG will notify the applicants about the application results by phone within 2 weeks upon the receipt of the application form. All application will be accepted on a first- come, first- serve basis.
2. After confirmation, a crossed cheque should be made payable to 'Kadoorie Farm & Botanic Garden Corporation' and sent to 'Education Department, Kadoorie Farm & Botanic Garden, Lam Kam Road, Tai Po, N.T.' 3 weeks before the activity date. Please mark 'One Day Programme – The Secret World of Wild Animals'.
3. Upon receipt of the cheque, a confirmation letter will be emailed or faxed to the successful applicants. Please bring along the permit and register at the Reception on the activity date.
4. Any request for changes or cancellation of booking must be submitted either by fax (fax: 2483 7199) or post to KFBG at least 1 month before the scheduled activity date. Otherwise, changes and refund (if applicable) will not be considered unless it is cancelled due to inclement weather condition.
5. If there are fewer participants than that stated on the application form, KFBG will not refund the payment.
6. KFBG reserves the right to refuse or limit admission for operational reasons. Admission to the Farm is also governed by conditions as stipulated in KFBG By-Laws. If an organization fails to follow the visitors' guidelines or any information provided by the applicant organization is found to be false or misleading, KFBG reserves the right to cancel the application and charge full amount of the fee.

### **Food and Beverage Catering Service**

Sun Garden Cafe at Kadoorie Farm and Botanic Garden serves visitors a variety of vegetarian food, snacks and drinks.

If you are coming to visit KFBG as a large group, we recommend that you place your orders, at least 1 week in advance, for food and drink, prior to your visit here.

To place your orders or for special requests and details of the catering services available at the Cafe, please contact the Cafe Supervisor at 2488 9945 (direct telephone line/faxline) or by email at [gardencafe@nlpra.org.hk](mailto:gardencafe@nlpra.org.hk)

To view the Cafe Menu and Food Ordering Form, please visit our website at <http://www.kfbg.org>

### **Vehicle Arrangement**

1. Coach/ school bus can drop-off or pick-up participants at KFBG Reception Car Park only.
2. Limited parking spaces for private car and 7-8 passenger van are available and advance reservations are essential. Prior booking is available up to 30 days in advance by telephone at 2483 7200.

### **Measures for Bad Weather**

The following measures will be taken should any weather warning signal(s) be hoisted 2 hours prior to the starting time of the activity:

Weather Signal	One Day Programme	KFBG remains open or closed
Typhoon Signal No. 8 or above	Cancelled	Closed
Black Rainstorm Warning		
Red Rainstorm Warning		Open, but visitors are advised to descend from upper areas. Vehicles are not permitted in the upper areas if bad weather prevails.
Amber Rainstorm Warning		
Typhoon Signal No. 3		

**The programme is subject to changes depending on weather conditions.**

### **Inquiries**

Ms Eliz Leung at 2483 7110 or email [elizleung@kfbg.org](mailto:elizleung@kfbg.org)

You may also visit our website at <http://www.kfbg.org> for more information.