申請細則及條款 Application Procedures
綠匯學苑小學環境教育活動:慧食工作坊
The Green Hub Primary School Programme: Eat Well Workshop

請填妥活動申請表，並於所選活動日期前至少四星期前將申請表連同學校/團體註冊證《稅務條例》第88條豁免繳稅証明副本一併遞交。註冊全日制學校、慈善團體及政府部門，請於申請時連同證明文件之副本一併遞交。

申請程序

1. 綠匯學苑收到團體所遞交申請表格後,將於兩星期內以電話聯絡申請者，確認有關申請。
2. 團體收到確認信後，須於兩星期內以劃線支票繳付按金，支票抬頭為「KFBG Green Hub」，郵寄地址為 「香港 新界 大埔運頭角里11號 綠匯學苑」。支票背面須填寫上團體名稱、參加活動名稱及活動日期。
3. 除因天氣惡劣需取消有關活動，否則已繳之費用將不獲退還，資料更改亦不獲接納。
4. 如人數有所增加，申請團體須於活動日前補回每位$180之費用差額；如人數減少，已繳之款項將不獲退還。關於團體活動之申請，綠匯學苑保留最終決定權。本苑有權基於運作理由，拒絕及限制入場申請。
5. 如有任何爭議，綠匯學苑保留最終決定權。

開放時間

綠匯學苑之對外開放時間為10:00-17:00(最後登記入場時間為16:30)。有關綠匯學苑的特別休館日，請瀏覽綠匯學苑網頁：www.greenhub.hk。參與上午時段工作坊的團體可獲安排提早進場。

老師/領隊的職責

1. 確保參加者/學生遵守載於 www.greenhub.hk/tc/visit/visitors-guidelines/ 之訪客守則*。
2. 確保參加者/學生沿途緊隨大隊，及遵從導師指示。
3. 如參觀團體違反訪客守則，本苑保留即時終止其參觀本苑的權利。

餐飲服務

1. 綠匯學苑設有慧食堂(餐廳)，為訪客提供有機素食及飲料。
2. 訪客不可攜帶食物進入綠匯學苑。
3. 請勿在慧食堂範圍以外飲食。

車輛安排

1. 綠匯學苑不設訪客泊車位。
2. 旅遊巴可於綠匯學苑門外上客及落客。
3. 綠匯學苑只設有一個傷健人士車位。車位必須預約申請。
4. 運頭角里只設有少量公眾收費泊車位。

訪客守則

請瀏覽上載於 www.greenhub.hk/tc/visit/visitors-guidelines/ 之訪客守則。

惡劣天氣應變措施

Measures for Inclement Weather Conditions

活動安排及路綫將按天氣情況而修定。於活動前兩小時或活動進行中，本苑將因應天文台發出的天氣警告訊號採取下列措施：

Activities and routing are subjected to changes depending on weather conditions. The following measures will be taken should any weather warning signal(s) be hoisted two hours prior to the starting time of the programme:

天氣訊號 Weather Signal	團體活動 Group Programme
八號風球或以上Typhoon Signal No. 8 or above 黑色暴雨 Black Rainstorm Warning 紅色暴雨 Red Rainstorm Warning	取消 Cancelled
黃色暴雨 Amber Rainstorm Warning 一或三號風球 Typhoon Signal No. 1 or No.3 山泥傾瀉警告 Landslide Warning 雷暴警告 Thunderstorm Warning	活動如常進行 Proceed as scheduled

Application for the period of 1st August 2025 to 31st August 2026 is now open. Application should be submitted to the Green Hub at least 4 weeks in advance along with copies of supporting documents such as certificate of whole-day school registration or a charitable institution which is exempted from tax under Section 88 of the Inland Revenue Ordinance.

Confirmation Procedures

1. Green Hub staff will notify the applicant about the application results by phone within two weeks of receipt of the application form. This will be followed by a confirmation letter.
2. For the 'Eat Well Programme', a deposit settled by a crossed cheque should be made payable to 'KFBG Green Hub' and sent to 'Green Hub, 11 Wan Tau Kok Lane, Tai Po, N.T.' within two weeks after the confirmation letter is issued. Please write down the school / organization name, programme name and programme date on the back of the cheque.
3. Once the booking is confirmed, a change of booking details and/or refund will not be considered unless it is cancelled due to inclement weather conditions (see below).
4. If the number of group members exceeds that stated on the application form, the applicant will pay the difference at $180 per head for participating the Eat Well Workshop, or alternatively, the Green Hub staff reserve the right to only admit the number booked. No refund will be available if there are fewer participants than that stated on the application form. The Green Hub reserves all rights to refuse or limit admission for operational reasons.
5. Should there be any controversy, the Green Hub management reserves the right of final decision.

Opening Hours

The Green Hub is open to the public from 10:00-17:00 (last admission time is 16:30). Please refer to the Green Hub's website (www.greenhub.hk) for information about closing dates. Early admission will be arranged for groups that are successfully applied for the morning session of the programme.

Duties of Teachers and Group Leaders Responsibilities

1. Ensure all participants follow the Green Hub's Visitors Guidelines as stated at www.greenhub.hk/en/visit/visitors-guidelines/
2. Ensure the group stays together and follows the instructions given by the interpreter/instructor.
3. The Green Hub reserves the right to terminate a programme and/or heritage tour if any participant fails to comply with the Green Hub's Visitor Guidelines.

Food and Beverage Catering Services

1. The Eat Well Canteen at the Green Hub serves a variety of vegetarian food, snacks and drinks.
2. Visitors should not bring any food onto the premises.
3. Eating is not allowed at the Green Hub except inside the Eat Well Canteen.

Vehicle Arrangement

1. There is no parking for guided tour visitors or programme participants.
2. Buses may drop-off outside the Green Hub gate.
3. The Green Hub has only one car-parking space for holders of a Disabled Person's Parking Permit. Advance booking for this is essential.
4. There are only limited public, metered parking spaces available at Wan Tau Kok Lane, Tai Po.

Visitors Guidelines:

Please study the Green Hub's Visitors Guideline at www.greenhub.hk/en/visit/visitors-guidelines/

申請表格 Application Form

綠匯學苑小學環境教育活動:慧食工作坊

The Green Hub Primary School Programme: Eat Well Workshop

填妥申請表格後，敬請於所選的活動日期至少四星期前，連同學校/團體註冊證或《稅務條例》第88條豁免繳稅証明副本以下列方法交回本苑：

- 傳真：2638 0110或
- 電郵：ghprog@kfbg.org或
- 郵寄：新界 大埔 運頭角里11號 綠匯學苑（請於信封面註明「慧食工作坊申請」）

遞交表格前請細閱上載於 www.greenhub.hk/tc/visit/visitors-guidelines/ 之「訪客守則」。

Please submit the completed application form along with copies of certificate of school / organisation registration or a charitable institution which is exempted from tax under Section 88 of the Inland Revenue Ordinance to the Green Hub at least four weeks on or before the intended visit date either:

- by fax at 2638 0110 or
- by email to ghprog@kfbg.org or
- by mail to "Green Hub, 11 Wan Tau Kok Lane, Tai Po, N.T.". Please mark "Application for Eat Well Workshop" on the envelope

Before submission of application, please read through the Green Hub's Visitor Guidelines:
www.greenhub.hk/en/visit/visitors-guidelines/

申請人及機構資料 Applicant / Organisation Details

機構名稱 Name of Organisation: _____（中文 in Chinese）

_____（英文 in English）

機構性質 Organisation Nature:

☐政府註冊全日制學校 Registered whole-day school（教育統籌局學校編號 Education Bureau Reg. No.: _____）

☐已註冊慈善團體 Registered Charity（登記號碼 Charity Reg. No.: _____）

☐其他：請註明機構性質 Others: please specify:

地址 Address: _____

申請人姓名 Name of Applicant（18歲以上Aged 18 or above）: _____（中文in Chinese）_____（英文in English）

職銜 Position: _____ 手提電話 Mobile Phone: _____ 電話 Tel: _____ 電郵 Email: _____

申請原因 Purpose of Visit: _____

語言選擇 Language for the Workshop: ☐廣東話 Cantonese ☐英語 English ☐普通話 Mandarin

小食安排 Tea Break: ☐在本苑享用 Enjoy the tea break at the Green Hub

☐自備容器帶走 Pack and take away snack with self-prepared food containers

參加者是否輪椅使用者Wheelchair-bound participants? ☐否No ☐是Yes（輪椅數目Number of Wheelchairs: _____）

參加者有沒有食物敏感症Participants with Food Allergies? ☐沒有No ☐有Yes（請註明 please specify: _____）

☐ 本人希望成為「嘉道理農場之友」，定期透過電郵接收嘉道理農場暨植物園及綠匯學苑的通訊。
I would like to become 'Friend of KFBG' and receive information of future events and updates. ('Friend of KFBG' will receive KFBG and Green Hub newsletter by email.)

活動日期 Date of Visit

活動類別 Programme	（日/月/年）(dd/mm/yy) / Sessions [1]	
慧食工作坊 Eat Well Workshop	第一選擇 1st Choice	上午 / 下午 AM / PM
	第二選擇 2nd Choice	上午 / 下午 AM / PM
	第三選擇 3rd Choice	上午 / 下午 AM / PM

	每位收費 Fee per participant	人數 No. of person	年齡 Age range	費用 Fee to be paid
學生 Students	一般 Standard : $180			$
	低收入家庭 Low-income families [2]: $0			$0
老師/領隊 Teacher/Leader (18歲或以上Age 18 or above)	每團兩位免費名額 2 free quota per workshop group: $0			$0
	額外名額 Extra quota : $180			$
		總數 Total Fee:		$

[1] 綠匯學苑逢星期二休館；星期六只供上午時段。
The Green Hub is closed on Tuesdays; Only AM session is available on Saturday.

[2] 經申請團體確認為參與書薄津貼計劃及綜援等低收入家庭成員的參加者，可獲豁免活動費用。
With verification from the school/organization, workshop fee for Eat Well Workshop will be waived for participants from low-income families.

申請人簽署 Signature of Applicant	校長/機構負責人簽署 Signature of Principal / Officer In-charge of Organisation	團體蓋印 Seal of School/Organisation	日期 Date