

## Group Tour Application Form - Children Tours

### Information:

Name of organisation:	
Telephone of Contact person:	Email:

### Booking content:

Age group of participants: <input type="checkbox"/> 4-7 age <input type="checkbox"/> 8-10 age
Number of participants:
Language: <input type="checkbox"/> Cantonese <input type="checkbox"/> Portuguese <input type="checkbox"/> English
Expected date of participation:
Expected time of participation: • Tuesday to Friday <input type="checkbox"/> 10:30-13:00 <input type="checkbox"/> 14:00-16:30 <input type="checkbox"/> 15:00-17:30 • Saturday to Sunday <input type="checkbox"/> 15:00-17:30 <input type="checkbox"/> 16:00-18:30

### Group registration:

1. Time slots available for booking: from 5 September 2023 to 13 October 2023 (excluding 24 September), every Tuesday to Friday 10:30am-5:30pm; Saturday and Sunday 3:00pm-6:30pm;
2. Target audience: Schools, associations and social service organisations;
3. Each group should be comprised of children aged between 4 and 7 or between 8 and 10, and must be accompanied by an adult (companions do not count in the number of participants);
4. Maximum number of participants per group: 10;
5. Seats for group are limited and distribution is on a first-come, first-served basis;
6. Please complete the **application form** and email to the coordinator at gugumelo.edu@gmail.com. The application form must be signed and stamped by the responsible person of the group;
7. Group registration should be submitted to the coordinator 7 working days before the event date, and the coordinator will reply within 7 working days from the following day after receiving the application and make specific arrangements according to the actual situation;
8. The organisation may be required to present valid documents of government registration if necessary.

### Notice to participants:

1. Participants should arrive at the meeting place punctually (and are advised to arrive 10 minutes early), and latecomers will not be able to join in;
2. Participants must join the entire tour; partial participation is not permitted;
3. If any participant wishes to have their products showcased, they must submit an application form and their finished products (which must be finished based on the guidance given by the workshop instructor) to the organiser on the same day at the end of the workshop;
4. It is recommended to wear comfortable clothing and footwear;
5. Adverse weather arrangements: the "Children Tours" will be cancelled if the red/black rainstorm warning or tropical cyclone signal No. 3 or above is hoisted two hours before the event starts. In case of inclement weather conditions, please visit IC website, Art Macao website and the "IC Art" page on Facebook;
6. During the event, the Cultural Affairs Bureau will take photographs and/or film the activities for archive and promotional purposes. Some of the images may be used for the promoting other activities of the same type in the future without prior notice;
7. Under special circumstances, the organiser reserves the right to change the tour schedule without prior notice;
8. The personal data provided in the registration will be used only for the purposes of this event and will be processed in accordance with the provisions of Law No. 8/2005 *Personal Data Protection Act*;
9. In case of any dispute, the Cultural Affairs Bureau reserves the right of final interpretation.

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### Enquiries:

Coordinator: GUGUMELO ARTS EDUCATION COMPANY LIMITED

Contact person: Mr. Lok

Telephone: (853) 6288 4089 (Monday to Friday, 10am – 6pm)

Email: gugumelo.edu@gmail.com

Signature and stamp : \_\_\_\_\_

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

