

## **Notes for Guided Tour Application**

The Central Kowloon Route - Community Liaison Centre (the CLC) provides online reservations for guided tour services. Guided tours will be arranged from Monday to Friday afternoon, and each session will take approximately 1 hour. Please read the following notes carefully before application.

### **A. Age and Number of Visitors**

1. There is no age limit for visitors. Visitors under the age of 12 must be accompanied by an adult.
2. Each guided tour can accommodate up to 20 visitors.

### **B. Languages**

1. Guided tours will be generally conducted in Cantonese. If visitors or organisations would like to apply for an English or Putonghua tour, please specify in the "Remarks" column in the application form. The CLC will make appropriate arrangements as far as practicable.

### **C. Notes of Application**

1. The CLC guided tour service is available free of charge by online reservation. Please submit the completed application form with required supplementary information to the CLC at least 10 working days before the preferred visit date.
2. Applications will be arranged on a first-come-first-served basis. The CLC does not guarantee the acceptance of guided tour applications.
3. The CLC reserves the right to cancel any scheduled visit and will inform the visitors or organisations in advance. No make-up tours or special arrangements will be made for affected applicants.
4. Visitors or organisations wishing to cancel the guided tour reservation should contact the CLC at least 3 working days before the visit date. If the visitors or organisations do not show up at the scheduled guided tour without any prior notice, the CLC reserves the right to refuse the application from relevant parties for future activities.
5. The CLC has the right to refuse entry of any visitors or to escort them from the CLC immediately if visitors refuse to observe the rules of the "Notes for Guided Tour

Application". Under these circumstances, the guided tour reservation will be cancelled automatically. The CLC reserves the right to terminate the visit immediately and refuse the application from relevant parties for future activities.

#### **D. General**

1. Visitors must follow the instructions of the CLC staff and stay within the designated areas throughout the visit.
2. Drinking, eating, smoking, running or yelling is not allowed in the CLC.
3. Please keep the CLC clean and do not litter or spit.
4. With the exception of guide dogs, no animals are allowed in the CLC.
5. Video and audio recorders or any other reproduction equipment must not be used in the CLC without prior approval.
6. No loudhailers shall be used during the visit without prior approval.
7. Visitors shall not obstruct any CLC staff in performing their duty or cause nuisances to the others; otherwise, the CLC staff has the right to ask the relevant visitor(s) to leave immediately.
8. All materials must only be viewed or used in the CLC and shall not be taken away from the CLC.
9. Visitors' consent will be deemed to have been given to the CLC to display photos and videos taken during the visit for any purposes, including promotion and publicity.
10. If visitors feel unwell or need assistance, please inform the CLC staff immediately.
11. The closed circuit television ("CCTV") cameras video film and monitor the areas of the CLC 24 hours a day. The CLC is authorised to view the video tapes and the video tapes may be passed to a third party as considered necessary by the CLC for the purposes of helping to enhance security, prevent crime and manage the venue.
12. Please do not leave your personal belongings unattended. The CLC is not liable for any loss or damage of personal property.
13. The CLC is exempted from all the liabilities of claims, costs, damages and expenses in respect of any damage, injury or loss to the visitors or their properties occasioned by or in any way arising from the visit or any purpose pertaining to or associated with the visit.

14. In case of fire or sudden bad weather, visitors should keep calm and follow the instructions of the CLC staff to evacuate and/or take shelter in a safe place.

#### **E. Arrangement under Inclement Weather Conditions**

1. When Red Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.3 is issued, the guided tour already in progress will continue.
2. For safety reasons in adverse weather, the CLC will be closed if Black Rainstorm Warning or Typhoon Signal No. 8 or above is in effect. The arrangements are as follows:
  - If any of the above warning/signal is still in force 2 hours before the guided tour begins, the guided tour will be cancelled. Visitors or organisations need not proceed to the CLC.
  - If any of the above warning/signal is in force during the guided tour, the guided tour will be suspended. Visitors shall leave the venue safely when the weather condition permits.
3. The CLC has the absolute right to decide to continue or suspend the guided tour depending on the weather or the actual situation of the venue.
4. If the guided tour is cancelled due to adverse weather, please contact the CLC at 3793 3493 for rearrangement.
5. It is the responsibility of the visitors or organisations to pay attention to the weather conditions prior to the visit and the CLC's arrangements under inclement weather conditions. Should you have any enquiries, please contact the CLC at 3793 3493.

#### **F. Measures for Health and Hygiene**

1. The visitors are required to wear a surgical mask.
2. All visitors must have temperature measurements before entering the CLC. Those whose temperature exceeds 37.5°C will be denied entry.
3. Except for exempted persons (the persons under the age of 12 or those with disabilities that render use of the application difficult), all visitors will be required to use the "LeaveHomeSafe" application to scan the venue QR code before they are allowed to enter government buildings or offices. The arrangements are applicable to the CLC. In addition, save those who are unfit for vaccination due to medical conditions supported by a valid

medical certificate, all visitors are required to show their vaccination record according to the latest requirements.

4. Starting from 31 May 2022, all visitors are required to have received three doses of COVID-19 vaccine except for the exempted persons (the persons who received the second dose within 6 months, the persons who are within 6 months from recovery, the persons who are under the age of 12 or the persons who are holding a COVID-19 medical exemption certificate). For details, please refer to:  
<https://www.coronavirus.gov.hk/chi/vaccine-pass.html>
5. Any person with fever or respiratory symptoms should not go to the CLC. They are recommended to seek medical attention immediately.
6. All visitors and staff must wear surgical masks, clean their hands with sanitiser and maintain good personal hygiene at all times during the visit.
7. All visitors should perform hand hygiene after touching the facilities in the CLC and after the visit.
8. All visitors are encouraged to maintain social distancing at the events/activities and avoid direct physical contact.
9. For more health tips against the COVID-19, please visit:  
[https://www.coronavirus.gov.hk/eng/index.html#Health\\_Tips](https://www.coronavirus.gov.hk/eng/index.html#Health_Tips).

Terms of the "Notes for Guided Tour Application" are subject to change without notice. The CLC reserves the final right of discretion in case there is any dispute.