

## Life Journey– Application Form (Adult-group Tour)

Email: LJC@schsa.org.hk; Fax No.: 27978990; Contact: (852) 29521880

Application No : \_\_\_\_\_(For Staff Use)

### (Part I) Group Information : *\*Please circle the applicable item*

Name of Group : \_\_\_\_\_  
 Address of Group : \_\_\_\_\_  
 Person In Charge : \*Mr/Ms \_\_\_\_\_ Post : \_\_\_\_\_  
 Contact Number : (Office) \_\_\_\_\_ : (Mobile) \_\_\_\_\_  
 Email : \_\_\_\_\_ Fax No. : \_\_\_\_\_

### (Part II) Experiential Tour Details :

No. of Participants : \_\_\_\_\_  
 No. of Staff : \_\_\_\_\_ \* Observation only. Ticket fee of two staff members can be exempted.  
 Date of Tour : (1<sup>st</sup> Choice) \_\_\_\_\_( YYYY/MM/DD) Session : # AM / PM  
 : (2<sup>nd</sup> Choice) \_\_\_\_\_( YYYY/MM/DD) Session : # AM / PM  
 Category of Participants\* : Member Volunteer Front-line Staff Other:\_\_\_\_\_ (Please specify)  
Front-line Staff from other organization:\_\_\_\_\_ (Organization name)  
 Language\* : Cantonese English Putonghua **\*Please put a “√” in the applicable box**  
 How did you know about us? : SCHSA Website / leaflet / Email / Yahoo!Search engine / Google Search engine / Social Media  
 : Friends / School or Organization / News interview / Radio / Others(Please specify): \_\_\_\_\_

#### Important notice:

1. Tours are conducted in **Cantonese**. We also offer tours in English or Putonghua on request; please indicate the tour language while submitting the application form or contact Life Journey staff.
2. “Adult-group Tour” only applicable to school / registered non-profit organization / registered charities application, and the participants of tour are needed to be teacher / front-line staff / service user / member / volunteer of the organization. If the participates / organization are not from the sector which has mentioned above, they need to apply for the “Corporate Tour”. **(In case of disputes, the decision of Life Journey shall be final).**
3. Group size is limited to 16-30 participants per tour.
4. **Ticket fee of two staff members can be exempted, each extra staff member will be charged \$100.**
5. **Staff members may be included as observers. They will not participate in the activity.**

#### #Session

16-20 participants : 9:15am - 12:30pm(AM session) / 2:15am - 5:30pm(PM session)

21-30 participants : 9:15am - 1:00pm(AM session) / 2:15am - 6:00pm(PM session)

### (III) Terms and Conditions :

1. Please fill in and submit the application form 4 weeks in advance by email LJC@schsa.org.hk or by fax 2797 8990.
2. Our staff will confirm the application details within 3 working days of receiving the application form.
3. Payment notification will be sent to the applicant by email, please settle the full payment within 2 weeks or otherwise the selected timeslot may be replaced.
4. Payment Methods :
  - (a) Cheque (Payable to **Senior Citizen Home Safety Association**)  
Please mail the cheque to F42, 1/F, Oi Man Shopping Centre, Oi Man Estate, 60 Chung Hau Street, Homantin, Kowloon, Hong Kong (Attn: Life Journey Centre)
  - (b) Cash Deposit (HSBC A/C No: 400-648556-001; A/C Name: Senior Citizen Home Safety Association)  
Please scan a copy of the deposit slip and email as an attachment to LJC@schsa.org.hk . (Please mark down the name of your group and the confirmed date of experiential tour)
  - (c) Online Payment

Access our website <http://www.schsa.org.hk> and make payment by debiting your designated credit card account. Please select to pay Life Journey Centre Event fee and enter Event Application No. as reference. Take a screenshot after the payment has been successfully settled and email to [LJC@schsa.org.hk](mailto:LJC@schsa.org.hk). (Please mark down the name of your group and the confirmed date of experiential tour)

5. If you are unable to attend on the confirmed date of experiential tour, please notify us no later than 30 working days before the scheduled date in order to rearrange another date. If notice of withdrawal is given less than 30 working days prior to scheduled date, no refund or postponement will be arranged.
6. Requests for cancellation and refund will not be accepted once the experiential tour is confirmed. Full payment is required even if the actual number of participants is less than the number originally reserved.
7. If the number of participants is more than the reserved number, please inform us 30 working days in advance and the amount of outstanding fees must be paid before the experiential tour so that we can properly support your visit.
8. Before arranging experiential tour for the following person, the person in charge of school/organization should inform the Centre staff and conduct the mutual assessment in advance.
  - Special educational needs students (SEN)
  - Physically handicapped persons
  - Ex-mentally ill persons
  - Intellectual disability persons
  - Hearing impaired persons
  - Visual impaired persons
  - Wheelchair users

#### (IV) Notices and Rules

1. The Life Journey is suitable for students in Form 1 or above. Primary school students are advised to be accompanied by an adult.
2. Tours are conducted in Cantonese. We also offer tour in English or Putonghua on request; please indicate the tour language while submitting the application form.
3. Please arrive at the centre on time and present the confirmation letter for identification.
4. All participants must arrive punctually for registration. We reserve the right to cancel partial or whole experiential tour without compensation or refund for failure to arrive on time.
5. To avoid embarrassment and inconvenience, we suggest participants to wear causal wear, and **DO NOT** suggest participants to wear mini skirt.
6. Participants must lock all personal possessions (including mobile phone, camera or video recording equipment of any kind) in lockers provided by the Life Journey.
7. Smoking, food, beverage, photography, voice or video recording are prohibited in the Association.
8. All participants must cooperate fully at all times with our staff in order to ensure safety, security and order of the participants.
9. Security surveillance system has been installed throughout the venue for safety or unexpected circumstances.
10. Please do not smear, remove or damage any facilities in the Association. Participants are liable to compensate the Association for any damages or losses.
11. Participants with symptoms of respiratory tract infection (such as coughing and sneezing) should put on surgical masks and should seek medical treatment as soon as possible.
12. Our staff will take photo or make video record during the activity, and collect participants' comment at the end of the tour. We reserve the right to share the photographs, videos and survey results of participants in our website, Facebook Fans Page, and any related publications for promotions. Admission to the experiential tour signifies your permission and agreement for Senior Citizen Home Safety Association (SCHSA) to take or use your images for any promotional campaigns.
13. In the event of disputes, the Association reserves the right to make final judgment on the dispute and otherwise in respect of this Offer.

#### (V) Typhoon and Rainstorm Arrangements

Typhoon Signal No.1 & Signal No.3 / Rainstorm Signal Amber & Signal Red or above is hoisted,

- All scheduled experiential tours continue as usual.

Black Rainstorm signal is hoisted,

- All ongoing experiential tours will continue as usual.
- If the Black Rainstorm signal has been issued within 3 hours before the experiential tour begins, it will be cancelled and rearranged.

Typhoon Signal No.8 or above is hoisted,

- All ongoing experiential tours will be cancelled.
- If the Typhoon Signal No.8 has been issued within 3 hours before the experiential tour begins, it will be cancelled and rearranged.

Example 01: The scheduled experiential tour time is 3:15pm-5:15pm. If Typhoon Signal No.8 (or above) is issued at 4:00pm by The Hong Kong Observatory, the tour will be cancelled.

Example 02: The scheduled experiential tour time is 4:00pm-6:00pm. If Typhoon Signal No.8 (or above) is still held at 1:00pm by The Hong Kong Observatory, the tour will be cancelled.

#Our staff will contact the person in charge and rearrange the experiential tour within 3 working days after the cancellation of the Typhoon Signal No.8 (or above) and Black Rainstorm signal. Please keep the confirmation letter for the re-arrangement.

#In case of any emergency or unexpected situation such as power outage before or during the experiential tour, the tour may be terminated or cancelled. Our staff will contact the person-in-charge and rearrange the experiential tour.

#### **(VI) Disclaimer**

1. We reserve the right to deny admission or require any participant to leave Life Journey without compensation or refund (i) if the participant fails to comply with any of the Association's rules or engages in unsafe, illegal or offensive behaviour, (ii) if it is necessary in order to ensure individual or public safety or security, or (iii) if our staff consider that the circumstances so require.
2. The Association will not be responsible for any injury, loss or damage if a participant does not follow the Association rules or any instructions given by our staff.
3. The Association reserves the right to cancel or alter the tour for safety reasons or due to unexpected circumstances.
4. Participants should consider their own physical and psychological suitability before participating in the life journey interactive games. Participants accept the risks of participating in the life journey interactive games. The Association is not responsible for any injury, loss, damage or emotional distress that may result from participation in the life journey interactive games, whether it is caused by negligence or otherwise.
5. A part of the life journey interactive game is conducted in a dark and enclosed environment. If the participant is pregnant, claustrophobic or has a heart condition, the participant is hereby warned to consider the risks before participating.
6. The experiential tour explores the life journey, including the implication of ageing and death, and its design may evoke a strong emotional reaction in certain participants. If the participant has any of the following conditions, the participant is hereby warned to consider the risks before participating:
  - Mental illness
  - Depressive disorder
  - Mood disorder
  - Severe mental retardation, autism
  - Feeling upset particularly while talking about death
  - Recent loss of a loved one

**(VII) Personal Information Collection Statement**

Senior Citizen Home Safety Association (“SCHSA”) may use the personal data you provide to contact you regarding your enquiry, to provide you with more information about our services, and to arrange to provide services to you. All information and data collected will be protected and securely kept. Out of business requirement, SCHSA may disclose your personal data to related government organizations or third party contractors who provide services to support our business. It is voluntary to provide your personal data, but if you do not provide the data requested, SCHSA may not be able to properly respond to your enquiry. You may seek access to and request correction of any personal data SCHSA holds about you by contacting our Privacy Compliance Officer at [schsa@schsa.org.hk](mailto:schsa@schsa.org.hk).

**Confirmation :**

I confirm the foregoing information and agree with the Terms and Conditions, Notices and Rules, Typhoon and Rainstorm Arrangements, Disclaimer and the Personal Information Collection Statement.

\_\_\_\_\_  
Name & Signature of Person In Charge

\_\_\_\_\_  
School/Organization Chop

\_\_\_\_\_  
Date

<b>For SCHSA Staff Use</b>				Received Date :	
Date of reply :		Payment Advice No. :	Confirmation No. :	Successful arrangement :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmed Date & Session :		AM / PM	Payment : \$	( <input type="checkbox"/> Cheque <input type="checkbox"/> ATM <input type="checkbox"/> Credit Card )	
Remarks :					