

Notes on Application for Guided Tours

A. Number of Visitors

1. The maximum number of visitors for group guided tour under each application is 30. The minimum number of visitors for each tour is 10.
2. The maximum number of visitors for individual guided tour under each application is 4. The maximum number of visitors for each tour is 30.

B. Medium of Instruction

1. Normally Cantonese will be used as the medium of instruction during the visit. If the visitors or organisations would like to choose English/Putonghua as the medium, please specify in the "Remarks" in the application form. The Civil Engineering and Development Department (CEDD) will make suitable arrangement as far as practicable.

C. Visitors' Notes

1. The Tung Chung Community Liaison Centre (CLC) managed by the Sustainable Lantau Office (SLO) of CEDD is admission free and open for public visit by on-line reservation.
2. Submission of application is not a guarantee that the booking has been accepted.
3. Drinking, eating, smoking, running or yelling is not allowed during the visit inside the CLC.
4. Please keep the venues clean and do not litter or spit.
5. No pet or animal except guide dog is allowed to enter the CLC without CEDD's prior approval.
6. No video taking, audio tape recording, or use of any reproduction appliances is allowed inside the CLC without CEDD's prior approval.
7. No loudspeaker should be used during the visit without CEDD's prior approval.
8. Visitors shall not obstruct any public officer on duty during the visit.
9. All publications and materials must only be viewed or used in the CLC and shall not be taken away from the CLC.
10. The visitors are deemed to give consent to CEDD for displaying photo and video records of the visits for any purposes such as publicity of the CLC.
11. If visitors feel unwell or need assistance during the visit, please notify CEDD staff immediately.
12. If visitors need to utilize a wheelchair from the moment you arrive, please specify in the "Remarks" in the application form. CEDD will make suitable arrangement as far as practicable.
13. The visitors shall take care of their personal belongings. CEDD is not responsible for the loss of personal property brought into the CLC.
14. CEDD reserves the right, with advance notice given, to cancel any scheduled

15. A notice of cancellation is required at least one week before the date of visit if the visitors/organisations want to cancel the visit booking. If the visitors/organisations cancel the visit without prior notice, CEDD reserves the right to refuse the visitors/organisations from participating in other visits to be held by the CEDD in future.
16. CEDD may refuse the visitors/organisations from visiting the CLC if they do not observe the “Notes on Application for Visits”. In such an event, the application will be cancelled automatically. CEDD reserves the right to terminate the visits immediately and to refuse the future application for visits submitted by the same participant/organisation.
17. The closed-circuit television ("CCTV") cameras video film and monitor the areas of the CLC 24 hours a day. CEDD and the agent of the CEDD are authorized to view the video tapes and the video tapes may be passed to a third party as considered necessary by CEDD for the purposes of security, crime prevention and management of the venues.
18. The terms of the “Notes on Application for Visits” are subject to change without notice.
19. CEDD reserves the final right of discretion in case there is any dispute.

D. Arrangements under Adverse Weather Conditions

1. For sake of safety of visitors under adverse weather, no visitors will be allowed to enter the CLC if there is Black Rainstorm Warning/Typhoon Signal No. 8 or above. The arrangements are as follows:
 - If any of the above warning/signals is issued and still be in force 2 hours before the scheduled starting time of the visit, the visit will be cancelled. The visitors need not proceed to the venue.
 - If any of the above warning/signals is issued right before the commencement of or during the visit, the visit will be ceased and all activities will be called off immediately. Visitors shall leave the venue safely when the weather condition permits.
2. It is the responsibility of the visitors and/or the officer-in-charge of the organisation on visit date to pay attention to the weather conditions prior to the visit and follow the cancellation requirement in (1) above.
3. CEDD has the absolute right to decide to continue or cease the visit depending on weather conditions or actual situations of the venue.
4. Please contact CEDD at clc@lantau.gov.hk to rearrange the visit which is cancelled due to the above situations.

E. Measures for Health and Hygiene

1. Before entering the CLC, all participants shall observe the latest local anti-epidemic measures required by the Government at any time under the relevant

regulations, if any and where appropriate.

2. All visitors should maintain good personal hygiene at all times during the visit.

F. Personal Safety

1. Visitors must follow the instructions of CEDD staff and stay within the designated areas throughout the visit.
2. In case of fire or sudden bad weather, visitors should keep calm and follow the instructions of CEDD staff to evacuate and/or take shelter in a safe place.
3. If the visitors' behavior causes nuisance to others, CEDD staff has the right to ask the relevant visitor(s) to leave the venue immediately.