

## **Xiqu Centre Guided Tour – Group Tour Booking Notes**

Our group tours are free of charge. Each tour is approximately 60 minutes long. Accessible tours are approximately 90 minutes long.

Please note that group tours are currently available for registered schools, non-profits and charity organisations only.

### **Booking a tour**

Please submit the completed tour request form at least 21 working days before your preferred tour date.

### **Date and time of visit**

Our group tours are arranged on a first come, first served basis. We will do our best to accommodate your preferred tour times. West Kowloon reserves the right to determine all final arrangements.

### **Access services**

All public facilities inside the Xiqu Centre are fully accessible for wheelchair users and people with physical disabilities. Access to all levels is possible via ramps and/or accessible lifts. Live Cantonese audio description and/or Hong Kong sign language interpretation is available for group tours. Please indicate required services and specific requests on your application form.

### **Tour confirmation**

After submitting your application, you will receive email confirmation of your tour date and other arrangements within 15 working days. For enquiries, please contact [learning@wkcd.hk](mailto:learning@wkcd.hk) / 2200 0872.

### **Fee Arrangement**

Group tours are free of charge. Schools/organisations should not charge members for admission to the guided tour. Should there be any charges, e.g. transportation and administrative fees, please state the nature of the charges in the reply slip of the confirmation form.

### **Changing or cancelling a booking**

If you need to change or cancel your booking, please inform us by phone or in writing at least 5 working days before your tour date.

### **On the day**

Please arrive at the Xiqu Centre information desk 15 minutes before the start of your tour.

### **Your safety**

Please be aware that the atrium is a fully open public space. Group leaders are responsible for their group's safety at all times.

### **Transportation arrangements**

Please arrange your own transportation to and from the Xiqu Centre. There is a drop off/pick up point outside the venue, but parking space is not available for coaches.

### **Adverse weather arrangements**

If a black rainstorm warning or typhoon signal no. 8 or above is in force 3 hours before the start of your tour, the tour will be cancelled.