

THE GROUP RESERVATION FORM OF THE LIN FAMILY MANSION AND GARDEN

Group Name		Number of Visitors	
Date	_____ (M) _____ (D) _____ (Y)		
Time	(suggested visiting hour : 1.5 hrs)		
Applicant	Name		Phone
	e-mail		
Host	name		phone
Group Type	<input type="checkbox"/> School <input type="checkbox"/> Art Association <input type="checkbox"/> Government <input type="checkbox"/> Company <input type="checkbox"/> Others _____		
Education Background	<input type="checkbox"/> Elementary <input type="checkbox"/> Junior High <input type="checkbox"/> Senior High <input type="checkbox"/> College <input type="checkbox"/> MA & PHD <input type="checkbox"/> Others _____		
Language	<input type="checkbox"/> English <input type="checkbox"/> Others _____		
Notes			

Information

■ Regulation of Application:

- (1) The capacity for each group is 5 to 30 people.
- (2) Only those above fourth grade of primary school can apply for a guided tour.
- (3) Every first day of the month is open for the reservation of the following month.
 Please kindly apply 7 days before your visiting date. For Example:
 January 1st is open for the application of February.
 And for the visit on February 1st, please kindly apply before January 25th.
 Please fax or email the form to our office and be aware that the sending of the application form does not mean the booking is complete. For more information, please call us at 02-29653061 Extension 23 or 43. Our Fax is 02-29675264 and e-mail : f29653061@gmail.com
- (4) a. Please notify the service counter three days before if you wish to postpone or cancel the reservation.
 b. Please note that it might not be proper to ask our volunteer guides to come and offer the service earlier if your group arrives earlier than scheduled.
 c. If your group is not able to come on time for a specific reason, please contact our service counter. The tour guide service might be cancelled if the group arrives 15 minutes later than scheduled; however, your group is still welcome to visit the garden.
- (5) Owing to the capacity of the garden and mansion, there is a limited number for the group reservation each day so that we will offer a better service quality.
- (6) Please be aware that other visitors might show interest to the group and follow our volunteer guide since it is not a classified application.

■ What to know about Visiting:

1. Pets might not be allowed to stay in the garden and mansion area. Please be aware that eating and drinking indoors, shouting, running, smoking, chewing gums, eating beetle nuts and littering are forbidden as well.
2. If there is any damage caused or violation due to the improper behavior of the visitor, the applicant shall be responsible for the cause as well.
3. The tour guide cannot meet every visitor's request. Please respect the professionalism of each tour guide.
4. Our staff reserves the right to stop the unruly behavior and ask the visitor to leave if necessary.