



skyExplorer 探索在天際

skyExplorer X Big Bus Tours 探索在天際 X Big Bus Tours

sky-high Experience 體驗在天際

Booking Guidelines and Procedures

預訂指引和程序





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HOW TO APPLY

STEP 1

Required documents Complete the enclosed application form with school chop or organization chop.

Submission method Email: youth@sky100.com.hk or
Fax: (852) 3925 3066

STEP 2

Notification Upon receipt of completed application form, sky100 Academy will notify the applicant that the application has been received and under process, within 7 working days via email.

STEP 3

Confirmation sky100 Academy will provide written confirmation of the application result 1 month prior to the programme date. Once an application is confirmed, confirmation letter and invoice will be sent to the designated applicant by email.

Payment After received the invoice, please settle the payment by either of the following ways before payment due date.

Submission method By cheque: make cheque payable to "Hong Kong Sky Deck Limited". Write down the invoice ref. and date at the back of the cheque, and mail to Hong Kong Sky Deck Limited (49/F, 1 Austin Road West, ICC, Kowloon, Hong Kong).

By bank transfer: deposit to Hang Seng Bank (Account Number: 773-878863-001) and write down the invoice ref. and date on copy of the bank-in slip and submit to sky100 Academy as confirmation via email or fax.

Final confirmation Upon receipt of the required documents and payment, applicant will receive the Group Ticket Confirmation Note via email for tickets redemption
* An administration charge will apply at the rate of HK\$500 per 15 students if the amendment or cancellation is made less than 7 working days before the scheduled programme date. Written notice should be sent to sky100 Academy via email or fax.

Redemption of the tickets On the day of your visit, please remind a school representative or organization representative to bring along the printed copy of the Group Ticket Confirmation Note issued by sky100 Academy and redeem the tickets at sky100 Hong Kong Observation Deck Ticket Centre, located on 1/F, International Commerce Centre (ICC).



報名方法

第一步

遞交文件

填妥隨附的申請表格，並需附有學校蓋章或團體蓋章。

遞交方式

電郵至: youth@sky100.com.hk 或
傳真至: (852) 3925 3066

第二步

接獲通知

天際 100 學堂將於收妥申請表格後 7 個工作天內以電郵方式聯絡，通知收到申請並在處理階段。

第三步

申請作實

天際 100 學堂將於活動日期 1 個月前，以書面形式作實。申請一經作實，確認信及發票將以電郵發送至申請團體。

繳付課程費用

請於發票收妥後及付款到期日前透過下列方式繳付活動費用。

遞交方式

以支票繳付: 支票抬頭「Hong Kong Sky Deck Limited」，於支票背面註明發票編號及日期並郵寄至天際 100 香港觀景台 (香港九龍柯士甸道西 1 號環球貿易廣場 49 樓)。

以現金繳付: 恆生銀行(賬戶號碼: 773-878863-001)，於存款收據副本註明發票編號及日期，並以電郵或傳真遞交作確認。

最後確認

確認所有文件及活動費用收妥後，申請團體將透過電郵收到團體門票確認通知書，以便於活動當日換領門票

*如於原定活動日期前 7 個工作天內更改資料或取消活動，均需繳付手續費 (手續費為每 15 名學生港幣 \$500 予天際 100 學堂以作行政費用途)，必須以電郵或傳真通知天際 100 學堂。

領取門票

活動當日，請安排學校代表或團體代表於天際 100 香港觀景台一樓之票務大堂出示已列印的由天際 100 學堂發出之團體門票確認通知書，方可領取已訂購之門票。

HOW TO GET THERE

如何前往天際 100 香港觀景台



sky100 Hong Kong Observation Deck is located in the heart of the city, and is accessible via an array of convenient transportation options.

Transportation options

A. Coach

- Arrival point: G/F Coach drop off and pick up area of the ICC
- Operating Hours: 24 Hours
- Remarks: Parking service is not available

B. MTR Kowloon Station

- Arrival point: reach Exit C of the Kowloon Station. Walk through Elements and entrance connecting Elements - Metal Zone 2/F
- 10 minutes from MTR Kowloon Station
- 13 minutes from MTR Hong Kong Station

天際 100 香港觀景台座落於九龍市中心，多種交通工具均可到達。

交通選擇

A. 旅遊巴士

- 到達位置：環球貿易廣場地下上落客區
- 服務時間：24 小時
- 備註：不設泊車服務

B. 港鐵九龍站

- 到達位置：於九龍站 C 出口經圓方商場地達，入口連接圓方商場 - 金區 2 樓
- 由九龍站出發只需 10 分鐘
- 由香港站出發只需 13 分鐘

* On the day of your visit, please remind a school representative to bring along the printed copy of the Group Ticket Confirmation Note issued by sky100 Academy and redeem the tickets at sky100 Hong Kong Observation Deck Ticket Centre, located on 1/F, International Commerce Centre (ICC).

*活動當日，請安排學校代表於天際 100 香港觀景台一樓之票務大堂出示已列印的由天際 100 學堂發出之團體門票確認通知書，方可領取已訂購之門票。



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USEFUL INFORMATION

天際 100 香港觀景台實用資料

5 reasons why sky100 is a must-see attraction	五最特點
1. Hong Kong newest attraction	1. 香港 最新 旅遊景點及地標
2. The tallest building in Hong Kong – ICC	2. 位於香港 最高 的摩天大廈環球貿易廣場，市中心唯一室內觀景台
3. The most scenic 360° degree	3. 坐擁 360 度 最完全 景觀
4. The fastest double-deck elevator	4. 全香港 最快 雙層升降機，只需 60 秒即達 100 樓觀景台，不容錯過的超高速體驗
5. The best city center transportation and easy to access	5. 位於 最市中心 交通樞紐，何時何地均方便到達

General Information

Developer	Sun Hung Kai Properties
Location	100th floor, International Commerce Centre, Kowloon Station, Hong Kong (Entrance connecting Elements - Metal Zone 2/F)
Height	sky100 Hong Kong Observation Deck - 393 metres above sea level
Gross Floor Area	Approximate 30,000 square feet
Service hours	Monday to Sunday and Public Holiday, 10:00am to 9:00 pm (last admission at 8:00pm)

基本資料

發展商	新鴻基地產發展有限公司
地址	香港九龍柯士甸道西 1 號環球貿易廣場 100 樓 (天際 100 香港觀景台入口連接圓方商場 - 金區 2 樓)
高度	天際 100 香港觀景台 - 海拔 393 米高
面積	100 樓面積約 30,000 平方呎
開放時間	星期一至日及公眾假期，早上 10 時至晚上 9 時 (最後售票及入場時間為晚上 8 時)

Ticket Price 門票票價

Type 種類	Price 票價(HK\$ 港幣)
Adult 成人	188
Child (aged 3 – 11) 小童(3 – 11 歲)	128
Senior (aged 65 or above with HKID Card) 長者(65 歲以上之香港永久居民)	128
Child (aged below 3) 小童(3 歲以下)	Free 免費



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TERMS & CONDITIONS 條款及細則 (skyExplorer 探索在天際)

1. The minimum number of students for each program is 15 per group.
每項活動之參加人數最少為 15 位學生。
2. Each programme participant is entitled to one admission ticket, one sky-Explorer passport and one sky100 Academy certificate (certificate for students only).
每名活動參加者可獲得入場門票乙張, 天際探索護照乙本及天際 100 學堂證書乙張(證書只限學生)。
3. Tickets are only valid on scheduled programme date and time and for one admission only.
門票只限於指定活動日期及時間使用, 而且只限使用 1 次。
4. All tickets and meal coupons are non-upgradeable, non-transferable, non-refundable, non-exchangeable and not for re-sale.
所有門票不可升級、轉讓、退換、退款或轉售。
5. Participating school/organization must strictly follow the age requirement for the specific programme chosen as shown in this Application Form.
參加者必須遵守本表格列出之活動年齡限制。
6. sky100 Academy will provide written confirmation of the application result one month prior to the programme date. If Applicant does not receive confirmation from sky100 Academy, please contact us at (852) 2613 3841.
天際 100 學堂將於活動日期 1 個月前, 以書面形式作實。如申請者未接獲回覆, 請致電 (852) 2613 3841 向我們查詢。
7. Once an application is confirmed, confirmation letter and invoice will be sent to the designated applicant by email.
申請一經作實, 確認信及發票將以電郵發送至申請團體。
8. Programme may be cancelled if the payment is not settled by the payment deadline.
如未能於付款到期日前繳交活動費用, 所有已預定之活動將有可能被取消。
9. Group leader is required to redeem admission ticket by showing the group ticket confirmation note at sky100 Ticket Centre, located on 1/F, on the scheduled programme date.
團體負責人須於指定活動日期憑團體門票確認通知書到天際 100 一樓之票務大堂領取入場門票。
10. The number of participants cannot be amended once the payment is settled. Any additional participant is required to purchase regular tickets.
參加者人數於付款後不可加減。任何額外的參加者需另行購買標準門票。
11. An administration charge will apply at the rate of HK\$500 per 15 students if the amendment or cancellation is made less than 7 working days before the scheduled programme date. Written notice should be sent to sky100 Academy via email or fax.
如於原定活動日期前 7 個工作天內更改資料或取消活動, 均需繳付手續費(手續費為每 15 名學生港幣 \$500), 必須以電郵或傳真通知天際 100 學堂。
12. No food and drinks are permitted to bring in sky100 Hong Kong Observation Deck.
請勿攜帶飲品或食物進入天際 100 香港觀景台。
13. sky100 Hong Kong Observation Deck might take visits, the photos or videos which will be used for internal and external marketing purposes.
天際 100 香港觀景台有可能拍攝學校參觀活動, 而其照片或影片將用作內部及外部推廣用途。
14. sky100 Hong Kong Observation Deck reserves the right to postpone or cancel the event upon inclement weather conditions or if the Education Bureau of Hong Kong announces a suspension of schools.
於惡劣天氣情況下或若香港教育局宣佈停課, 天際 100 香港觀景台將保留活動改期或取消的權利。
15. sky100 Hong Kong Observation Deck has a final interpretation of this Terms and Conditions, and retain the final decision on the dispute and any course-related problems.
天際 100 香港觀景台擁有對此條款及細則之最終解釋權, 並保留就爭議及與此活動有關的任何問題之最終決定權。



TERMS & CONDITIONS 條款及細則 (skyExplorer 探索在天際 X Big Bus Tours)

16. The minimum number of students for each program is 25 per group.
每項活動之參加人數最少為 25 位學生。
17. Each programme participant is entitled to one admission ticket, one sky-Explorer passport and one sky100 Academy certificate (certificate for students only).
每名活動參加者可獲得入場門票乙張, 天際探索護照乙本及天際 100 學堂證書乙張(證書只限學生)。
18. Tickets are only valid on scheduled programme date and time and for one admission only.
門票只限於指定活動日期及時間使用, 而且只限使用 1 次。
19. All tickets and meal coupons are non-upgradeable, non-transferable, non-refundable, non-exchangeable and not for re-sale.
所有門票不可升級、轉讓、退換、退款或轉售。
20. Participating school/organization must strictly follow the age requirement for the specific programme chosen as shown in this Application Form.
參加者必須遵守本表格列出之活動年齡限制。
21. sky100 Academy will provide written confirmation of the application result one month prior to the programme date. If Applicant does not receive confirmation from sky100 Academy, please contact us at (852) 2613 3841.
天際 100 學堂將於活動日期 1 個月前, 以書面形式作實。如申請者未接獲回覆, 請致電 (852) 2613 3841 向我們查詢。
22. Once an application is confirmed, confirmation letter and invoice will be sent to the designated applicant by email.
申請一經作實, 確認信及發票將以電郵發送至申請團體。
23. Programme may be cancelled if the payment is not settled by the payment deadline.
如未能於付款到期日前繳交活動費用, 所有已預定之活動將有可能被取消。
24. Group leader is required to redeem admission ticket by showing the group ticket confirmation note at sky100 Ticket Centre, located on 1/F, on the scheduled programme date.
團體負責人須於指定活動日期憑團體門票確認通知書到天際 100 一樓之票務大堂領取入場門票。
25. The number of participants cannot be amended once the payment is settled. Any additional participant is required to purchase regular tickets.
參加者人數於付款後不可加減。任何額外的參加者需另行購買標準門票。
26. An administration charge will apply at the rate of HK\$500 per 15 students if the amendment or cancellation is made less than 7 working days before the scheduled programme date. Written notice should be sent to sky100 Academy via email or fax.
如於原定活動日期前 7 個工作天內更改資料或取消活動, 均需繳付手續費(手續費為每 15 名學生港幣 \$500), 必須以電郵或傳真通知天際 100 學堂。
27. No food and drinks are permitted to bring in sky100 Hong Kong Observation Deck.
請勿攜帶飲品或食物進入天際 100 香港觀景台。
28. sky100 Hong Kong Observation Deck might take visits, the photos or videos which will be used for internal and external marketing purposes.
天際 100 香港觀景台有可能拍攝學校參觀活動, 而其照片或影片將用作內部及外部推廣用途。
29. sky100 Hong Kong Observation Deck reserves the right to postpone or cancel the event upon inclement weather conditions or if the Education Bureau of Hong Kong announces a suspension of schools.
於惡劣天氣情況下或若香港教育局宣佈停課, 天際 100 香港觀景台將保留活動改期或取消的權利。
30. sky100 Hong Kong Observation Deck has a final interpretation of this Terms and Conditions, and retain the final decision on the dispute and any course-related problems.
天際 100 香港觀景台擁有對此條款及細則之最終解釋權, 並保留就爭議及與此活動有關的任何問題之最終決定權。



Booking Guidelines and Procedures




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TERMS & CONDITIONS 條款及細則 (sky-high Experience 體驗在天際)

1. The minimum number of students for each program is 60 per group.
每項活動之參加人數最少為 60 位學生。
2. Each programme participant is entitled to one admission ticket and one sky100 Academy certificate (certificate for students only).
每名活動參加者可獲得入場門票及天際 100 學堂證書各乙張(證書只限學生)。
3. Tickets are only valid on scheduled programme date and time and for one admission only.
門票只限於指定課程日期及時間使用，而且只限使用 1 次。
4. All tickets and meal coupons are non-upgradeable, non-transferable, non-refundable, non-exchangeable and not for re-sale.
所有門票不可升級、轉讓、退換、退款或轉售。
5. Participating school/organization must strictly follow the age requirement for the specific programme chosen as shown in this Application Form.
參加者必須遵守本表格列出之活動年齡限制。
6. sky100 Academy will provide written confirmation of the application result one month prior to the programme date. If Applicant does not receive confirmation from sky100 Academy, please contact us at (852) 2613 3841.
天際 100 學堂將於活動日期 1 個月前，以書面形式作實。如申請者未接獲回覆，請致電 (852) 2613 3841 向我們查詢。
7. Once an application is confirmed, confirmation letter and invoice will be sent to the designated applicant by email.
申請一經作實，確認信及發票將以電郵發送至申請團體。
8. Programme may be cancelled if the payment is not settled by the payment deadline.
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9. Group leader is required to redeem admission ticket by showing the group ticket confirmation note at sky100 Ticket Centre, located on 1/F, on the scheduled programme date.
團體負責人須於指定活動日期憑團體門票確認通知書到天際 100 一樓之票務大堂領取入場門票。
10. The number of participants cannot be amended once the payment is settled. Any additional participant is required to purchase regular tickets.
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如於原定活動日期前 7 個工作天內更改資料或取消活動，均需繳付手續費(手續費為每 15 名學生港幣 \$500)，必須以電郵或傳真通知天際 100 學堂。
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INCLEMENT WEATHER ARRANGEMENT

惡劣天氣活動安排

	Kindergarten 幼稚園	Primary School 小學	Secondary School 中學
 Amber 黃	Programme continue as scheduled 活動將如常進行		
 Red 紅	Reschedule <u>within 3 months</u> after the original date of the programme 活動需延期進行， 並於原定參觀日期起計之 <u>3 個月內</u> 重新安排活動時間		
 Black 黑			
1 T	Programme continue as scheduled 活動將如常進行		
3 L	Reschedule <u>within 3 months</u> after the original date of the programme 活動需延期進行， 並於原定參觀日期起計之 <u>3 個月內</u> 重新安排活動時間	Programme continue as scheduled 活動將如常進行	
8	Reschedule <u>within 3 months</u> after the original date of the programme 活動需延期進行， 並於原定參觀日期起計之 <u>3 個月內</u> 重新安排活動時間		
9 X			
10 +			