Diocesan Board of Catholic Cemeteries
Application Form for Cemetery Introduction Tours

(Please fax completed form to 2307 2585 or email to ccemstraphael@catholic.org.hk.
For enquiries, please call 2745 4220.)

Name of Organization/Parish: _____

Name of Applicant: _____

Phone: _____ Fax: _____ Email: _____

Cemetery to Visit: ☐ St Michael's Catholic Cemetery, Happy Valley
☐ Angels' Garden, Holy Cross Catholic Cemetery, Chai Wan

Date of Visit: _____ DD/MM/YY (Mon / Tues / Wed / Thurs / Fri / Sat / Sun)

Time of Visit: _____to_____ (AM / PM)

No. of Participants: _____ (☐ Children ☐ (Form) _____ Students ☐ Adults ☐ Elderly)
**** maximum 50 person at a time

Purpose of Visit: ☐ Reflection on faith ☐ Life & death education
☐ History & culture of Catholicism ☐ Others_____

Cemetery Tour Leaders: ☐ Required ☐ Not required Use of Chapel: ☐ Require ☐ Not required

Guidance Notes:

1. The service is free-of-charge, donation is much appreciated. This service is open to Schools, Religious Institutes or NGO for non profit making activity. The Board has the right to reject the application in doubt, refuse entry of the groups in question or immediately terminate the visit without prior notice.
2. Applicant should notify the Board at least 3 days before the scheduled visit if he/she wishes to change the date or time of visit, or cancel the visit.
3. In the event when the black rainstorm signal, Typhoon No. 8 or above is hoisted and for one day thereafter, the visit shall be cancelled. Applicant may re-book another date of visit.
4. On the day of visit, Applicant should bring this form with approval by the Superintendent and arrive at the site on time.
5. For groups requiring Cemetery Tour Leaders, the Board will endeavour to arrange. As the leaders are on voluntary basis, the Board could not guarantee the availability. Tour Leaders will contact the Applicant to confirm details of the tour arrangements.
6. During the visit, participants should keep the place clean; follow the instructions of Cemetery Staff or Security Guards; and pay attention to safety and keep personal property in good custody. Participants should not disturb grave sweepers or cemetery works; take videos and photos without prior permission. Visiting party should arrange enough guides for the visit and care of the group and also be properly insured.
7. The Cemetery Staff or Security Guards reserve the right to request anyone who behaves improperly to leave the Cemetery immediately.
8. During the visit, any damage caused to the Cemetery facilities shall be fully compensated.

I hereby acknowledge that I fully understand and accept all of the above terms.

Applicant's signature & chop: _____Date: _____

Superintendent's signature & chop: _____Date: _____

CATHOLIC CEMETERIES HEAD OFFICE

2026/01