

Po Leung Kuk Jockey Club Pak Tam Chung Holiday Camp

【 Venue and Equipment Booking Form 】

Camping Type : Day / Evening / Residential Camp

Name of Organization : _____ Camping Date : _____

No of Campers : _____ Name of Contact Person : _____ Tel No : _____

	Venue / Equipment	Session (55mins)	Charge (\$)	Capacity	Remarks
Activity Venue	2F2 / 3F1 / 6F1 / 6F2 Function Room	1	90	60 - 80 people Size : 14m x 5m	Equipped with Mic, VCD Player, Portable Electronic Keyboard
	4F2 / 5F1 / 5F2 Function Room	1	50	20 - 28 people Size : 7m x 5m	
	Jockey Club Function Room	1	200	80 -120 people Size : 12m x 7m	
	Hall A (2/F)- cum Canteen	1	220	250 - 300 people Size : 25m x 12m	Function Room included air condition (Please collect equipment from camp office and return back after used)
	Not available at 1130-1400, 1730-1900				
	Hall B (1/F)	1	220	150 - 250 people Size : 14m x 10m	
	Open Auditorium	1	50 / *70	300 - 500 people Size : 24m x 17m	With Covered Stage & Wireless Mic. No seat * With spot-light
	Canteen G/F	1	180	100 -150 people Size : 12m x 10m	With Mic, VCD Player, Portable Electronic Keyboard (Snack bar still opens for public)
	Not available at 1130-1400, 1730-1900				
Basketball Court	1	50 / 100	100 - 150 people Size : 33m x 18m	* With spot light No Mic. & Seat	
Artificial Turf Surface (Please fill out the Booking Form for Artificial Turf Football Pitch)	1	250/*350	Size : 61m x 37m	*With spot light No Mic. & Seat	
Venue For Special Use	Indoor Games Hall (Full Court)	1	600	400 people Size : 33m x 18m	- Booked the whole camp only
	Indoor Games Hall (Badminton Court)	1	250	Size : 18m x 8m	- No Mic. & Seat
	Indoor Games Hall (Half Court)	1	500	Size : 18m x 16m	
	Covered Playground	1	30	80 - 100 people	With Microphone & Seat
	Swimming Pool	1	600	/	Lifeguard attended (Book whole camp only or at closed session)
Audio Visual Aids	Wireless Microphone	1	40	/	/
	LCD Projector	1	100	/	Indoor only
	Special Electricity Supply	3	200	/	13A or 2000w (max)

Date	Time	Venue	Equipment	Date	Time	Venue	Equipment

Remarks : 【 Venue opens from 0900 to 2230 daily 】

- Please fill in the above table and fax to **2792 0917**. Venue booking is not on first-come first-served basis, the Camp has the discretion to accept or reject any venue booking.
- Booking of venue and equipment will be confirmed by camp staff 3-4 weeks before the camp date.
- Venue charge will be collected at the Camp.
- Venue booking once confirmed cannot be cancelled (except by the Camp).The Venue hirer still needs to pay one half of the venue charge even though he/she does not use any booking venue.
- Camp Tel No : **2792 4302** Camp Fax No : **2792 0917**