

## **Po Leung Kuk Jockey Club Pak Tam Chung Holiday Camp**

### **Guidelines for the Booking/ Use of the Camp**

1. Large groups will be contacted by our camp staff after payment of deposit for discussion of programme and other arrangements, viz. Registration procedures, hostel allocations, schedule of activities, etc. For special arrangement, organization representatives should telephone the Camp Office at 27924302 well in advance.
2. Site visits may be prearranged with the Camp Office, with identity badges being issued for a one-hour free visit. Visits exceeding one hour or meals to be served shall be subject to charges according to the Day Camp Fare Schedule.
3. All camp fees and meal charges should be settled one month prior to the camping date in person or by mail with the Cashier's Office at the Kuk's Headquarters at 66 Leighton Road, Causeway Bay Hong Kong. No reminder will be issued, as it is the campers' responsibility to adhere to such regulations.
4. If typhoon signal No.3 or higher or the Black Rainstorm signal is hoisted before the registration, all activity shall be ceased and all pre-registered bookings shall be cancelled and refunded (for camping sessions of two or more nights, cancellations would apply only to the day(s) on which one of the above signals is hoisted. Campers are requested to enroll according to the attached time schedule when the weather signals are lowered). If such weather signals should be hoisted during the camping period, the Camp Manager or his/her stand-in officer shall have the full discretion to demand, on safety reasons. For vacating of the camp, under which circumstances the camp fees and meal charges unconsumed will be refunded on pro rata basis.
5. On-site request for additional accommodation or meals will not be entertained. Children over 3 years of age shall be charged at full fare. Any unregistered participants, if detected, will be fined 300% of the original camp fee and meal charges.
6. No outside food or beverages will be allowed for consumption at the eating area of the camp.
7. Meals shall be served 10 persons per table. Each BBQ stove is to be shared by 10 campers. No self-brought food will be allowed for cooking or BBQ within the camp, otherwise a penalty of \$120 will be imposed for each stove.
8. Campers are required to take their meals according to the time segments allocated. Reprovision shall not be arranged for latecomers nor refund made for non-appearance.
9. Campers are to carry with them their HK Identity Card or other legal ID for identification.
10. Campers are requested to obtain a registration slip from the duty officer at the Camp Office if they would wish to break-away from the camp intermily. The registration slip should be presented to the security officer at the front gate for record when leaving the camp site.
11. The official receipt (copy also accepted) should be presented when registering with the Camp Office. BBQ Order Slip should be presented to canteen attendant at specified time for redemption of food. Late requests will not be entertained.
12. Limited parking facilities for private vehicles are available to campers on advance application to the camp office, on a first come first serve basis. Non-recorded parking is strictly prohibited. Coaches and buses are restricted except for loading and unloading of campers.
13. Campers should adhere to the arrival and departure time schedule. (Overnight Camp 15:15-13:45 the next day Camp 09:00-16:00). For alternative registering in or checking out, please contact the Camp Office in advance.
14. No pet/ animal is allowed in the camp.
15. Campers should bring along their personal-care items, or otherwise purchase their necessities at the Canteen Tuck shop.
16. Campers' Identity Badges, to be issued upon registration at the Camp Office, should be pinned on during the camping period for identification. The badges should be returned when departed. Loss or unreturned badges shall be subject to a fine of \$5 each.
17. First-aid Kit may be made available for emergency uses by asking help from the duty officer.
18. Hostel furniture should not be moved elsewhere nor used for outdoor purpose, otherwise campers shall be liable for damages so caused.
19. Group activities will be conducted according to the preset time schedule at specified venues. Participants are required to follow the instructions of the Programme Staff. Ball game equipment is stored at the Indoor Gymnasium and should be placed back after use.
20. Please help save water and be reminded that tap water is not for drinking. Please also help to keep the place clean.
21. Before departure, all identity badges and borrowed items should be returned, in good conditions, to the Camp Office. Please help to tidy up the hostels and complete all formalities before leaving.
22. Po Leung Kuk or its agent(s) shall not be held responsible for any injury, accident, or death occurred to any person entering the campsite.
23. Campers should observe or comply with rules and regulations for the use of the Camp.

**--THANK YOU FOR YOUR CO-OPERATION--**

## **Po Leung Kuk Jockey Club Pak Tam Chung Holiday Camp**

### **Camp Regulations**

1. Campers should arrive and depart from camp at specified hours, and must observe all regulations.
2. Dormitories are pre-arranged in accordance with the number of participants, sex, group or family units as stated by the clients on application. Campers must stay in their assigned dormitories and should not enter the dormitories of their opposite sex. No change of dormitory at will is allowed without approval from the camp Manager. Campers are requested to abide by the regulations and exercise self-respect.
3. Campers are not allowed to entertain non-campers. Visitors are not allowed to enter the Camp without the approval of the Camp Manager.
4. Anyone who is suffering from infectious disease must not enter the Camp.
5. Vehicles of the campers are not allowed to park in the Camp without prior approval.
6. Any group that uses the Camp must have a person or leader aged 18 or above, who will accompany the group throughout and be accountable for the supervision and discipline of its members during their stay.
7. Campers wanting to depart earlier in exceptional cases are requested to inform the Duty Officer in the General Office (office hours 8:30 a.m.–5:30 p.m. & 7:00 p.m.–11:00 p.m.) in advance. Campers who wish to walk or drive out during their camping period should sign out at the main gate, and should return to the camp before 11:00 p.m.
8. The Camp is not responsible for any loss or damage of personal belongings. Campers are advised not to bring along their valuables.
9. Campers are requested to participate in recreational programmes and take their meals punctually everyday according to the scheduled times, and to follow the instructions of camp staff.
10. Activity carried on after 11:00pm should not disturb others, campers should keep quiet.
11. Only time-table and programmes pertaining to the Camp are allowed to be posted in designated areas with the approval of the Camp Manager. No banners or propaganda posters are allowed to display without prior approval.
12. No private connection of electricity sources is allowed. Electrical wires and switches must not be connected or replaced without permission.
13. All recreational and sporting equipments in the Camp may be checked out from the Duty Officer in the General Office. Campers will be held responsible for indemnifying any damage of loss.
14. Campers must dress properly in the camp. All campers and visitors are expected to conduct themselves properly so as not to cause any disturbance or inconvenience to others.
15. Any activity in contravention to the laws of Hong Kong or in breach of public order such as drinking, gambling, fighting and drug taking are strictly forbidden. Offenders will be asked to leave the Camp and will be held responsible for all consequences, and all fees paid will not be refundable.
16. In order to protect the beauty of the natural environment, wilful destruction to the vegetation is prohibited.
17. Radios, record players, tape recorders and other musical instruments may be played, provided that no disturbance is caused to others.
18. Cooking in the Camp is prohibited, except specifically approved by the Camp Manager.
19. Campers are prohibited to take food and drinks within the activity rooms and the dormitories.
20. Smoking is prohibited in all covered-area.
21. The kitchen, staff quarters, storerooms are restricted areas to all campers. Cooking utensils may not be borrowed.
22. The Camp should be kept tidy at all times. Campers are responsible for the general cleanliness of the dormitories before checking out.
23. The Camp Staff will take every precaution to ensure the safety of the campers. Nevertheless, any accidents that may occur to the campers will be the responsibility of the group concerned.
24. In the event of an accident or typhoon, the Camp Manager has full authority to make final decision on all matters.
25. In the event of contravention of the above regulations and other misbehaviour or unlawful activities, the Camp Manager may at any time terminate the camp programmes under which circumstances, all fees paid will not be refundable.
26. Selling and commercial activities are strictly prohibited in the camp. Once discovered, the camp reserves the right to terminate the group without any compensation/refund.
27. The Po Leung Kuk reserves the right to add, delete, or alter the above regulations without prior notice to campers.