

Po Leung Kuk Pak Tam Chung Holiday Camp

Guidelines for the Booking and Use of the Camp

1. After paying the deposit, Campers will be contacted by our camp staff via phone to discuss programs and check-in procedures. For special arrangements, representatives should take the initiative to call the Camp at 27924302 or to fax at 27920917.
2. Representatives should contact camp staff in advance to arrange site visits if needed. The Camp will issue site visit badges upon your arrival; free site visits are limited to one hour long. Visitors staying for more than an hour or staying for less than an hour but decide to have meals in the Camp are required to pay the Camp fee.
3. **All payment for camp fees and meal charges should be mailed to Cashier's Office at the Kuk's Headquarters one month prior to the camping date (no reminder will be issued). For payment methods, please refer to [Application Procedure] on our website.**
4. If typhoon signal No.3 or higher or the Black Rainstorm signal is hoisted three hours prior to the check-in time, all Campers should not enter our Camp, bookings will be canceled. (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 Campers are requested to check-in as scheduled when the weather signals are no longer in effect). If typhoon signal No.3 or higher or the Black Rainstorm signals were to be hoisted during the camping period, the Head of Recreational Services or his/her stand-in officer shall have full authority to evacuate the Camp due to safety reasons. Under such circumstances, Camp fees and unconsumed meal charges will be refunded.
5. Groups should maintain the number of Campers as per booked (remark: Campers at or over 3 years of age shall be charged at full fare, children under 3 years of age are charged at half-fare). Should there be more actual Campers than registered, extra Campers will be fined 300% of the original camp fees and meal charges.
6. For breakfast, lunch and dinner, meals are served 10 persons per table. Representatives please notify Campers in advance. Seating plan for Campers of family hostels is assigned separately according to their size of unit/group registered. Each BBQ stove is to be shared by 10 Campers or one family. In special cases, the Camp will assign otherwise.
7. No outside food or beverages will be allowed for consumption at the canteen.
8. No cooking in hostels and no self-brought food will be allowed for cooking or BBQ within the Camp. Otherwise, a penalty of \$2,000 per smoke detector or \$150 per BBQ pit will be imposed. BBQ activities should only be carried out at BBQ area to avoid fire hazard.
9. Campers are required to take their meals on time according to the time segments allocated. No meals will be arranged for latecomers, and no refund will be made. Please hand in an advanced written application to the Camp for a change in mealtime.
10. Representatives please notify Campers to bring along their Identity Cards or other legal identification document into Camp.
11. At check-in, representatives **must present the official receipt issued by the Camp (a copied receipt is also accepted)**. If you ordered BBQ, the receipt should be presented to canteen staff at the specified time for the redemption of food. If it rains and Campers cannot BBQ, the canteen will cook the BBQ food in a stew for Campers. BBQ utensils should be collected at and returned to the canteen, and a penalty at market prices applies if lost.
12. Please arrive and depart as scheduled. (Residential Camp 15:15-13:45 (12:30 return room keys) of the next day/the final day of camping period; Day Camp 09:00-16:00; Evening Camp 15:00-22:00; Happy Hour Camp 14:00-22:00). For Campers entering or leaving the Camp separately, please contact the Camp Office in advance.
13. The Camp offers limited parking spaces, public transports such as coaches and buses can only pick up and drop off Campers at Camp car park. Please contact the Camp and register your car plate number in advance for parking spaces allocated on a first come first serve basis. Parking of unregistered cars is strictly prohibited.
14. If Campers must leave the Camp before scheduled check-out time, representatives please go to Camp Office during opening hours (0830-2300) and fill out check-out form in advance. Campers should be back by 2300.
15. Campers' Identity Wristband are issued upon registration at the Camp Office. Please wear them during the camping period for identification. Camp staff has the right to check relevant Camp certification documents at any time.
16. The Camp does not provide soap, towels, or other personal-care items. Campers should bring along their personal-care items, or otherwise purchase their necessities at the Canteen Tuck

Shop.

17. No pet of any kind (except guide dog) is allowed in the Camp.
18. The Camp provides basic First-aid utilities. Please ask our camp staff if needed. Simple drugs are sold at Canteen Tuck Shop.
19. Hostel furniture should not be moved around or outdoors. If there is damage, it shall be compensated according to the market price plus administrative fees.
20. Group activities will be conducted according to the designated schedule by Camp at specified venues. Campers are required to follow the instructions and arrangements of the camp staff.
21. Please help save water and note that tap water is for washing only, and is not suitable for drinking without being boiled. No unauthorized use of the Camp's electricity.
22. Please keep the Camp clean, do not litter.
23. Before departure, representatives should return all borrowed items in good conditions, to the Camp Office. Campers please tidy up the hostels and complete all check-out procedures before leaving the Camp.
24. No smoking in Camp.
25. Po Leung Kuk or its agent(s) shall not be held responsible for any injury, accident, or death occurred to any person inside the Camp.
26. Campers should observe or comply with rules and regulations for the use of the Camp. The Camp reserves all rights in adding, deleting and editing the above guidelines. In case of discrepancies, the Chinese version shall prevail.

--THANK YOU FOR YOUR CO-OPERATION—

Po Leung Kuk Pak Tam Chung Holiday Camp

Camp Regulations

1. Campers should arrive and leave the camp at the designated time and abide by the camp regulations.
2. Hostels are arranged according to the number, gender, group or family units on Campers' application. Campers must stay in their respective hostels and should not change rooms without the permission of the Head of Recreational Services or his/her stand-in officer. Campers are not allowed to enter the rooms of the opposite sex, please exercise self-respect.
3. Campers are not allowed to entertain outsiders without authorization. Visitors must obtain permission from the Head of Recreational Services or his/her stand-in officer before staying in Camp.
4. Those suffering from infectious disease that are termed notifiable infectious diseases by the Centre for Health Protection are not allowed to enter the Camp.
5. Campers' vehicles are not allowed to park within the campsite without permission.
6. Groups using the Camp must have a representative or leader of 18 years old or above to stay in the Camp to take care and supervise the Campers of the group.
7. If Campers must leave the Camp before scheduled check-out time, representatives please go to the office during opening hours (0830-2300) and fill out check-out form in advance. Campers should be back by 2300.
8. Campers must keep the valuables and belongings they bring. The Camp will not be responsible for any loss of properties.
9. Campers' group recreational activities and mealtime must align with the camp schedule to avoid causing inconvenience to other groups.
10. Activity carried on after 11:00pm should not disturb others. Campers should keep quiet and be co-operative.
11. No flags or banners are allowed to be shown in hostels without the approval of the Head of Recreational Services or his/her stand-in officer. Timetables should be posted at a designated place.
12. No unauthorized use of the Camp's electricity, electrical wires and switches. Electrical wires and switches must not be connected or replaced without permission.
13. If the borrowed recreational or sports equipment are lost or damaged, Campers shall be responsible for compensation.
14. Please don't be naked, wear only underwear or pajamas in public places. Both Campers and visitors need to exercise self-discipline to avoid inconvenience to others.
15. Any activity that violates laws of Hong Kong or disrupts public security, such as alcoholism, gambling, fighting, and drug use, is strictly prohibited. In addition to being ordered to leave the camp, the offender shall bear all consequences and all fees paid will not be refunded.
16. The flowers and trees in the Camp shall not be cut and picked to preserve the beautiful natural environment.
17. Small music broadcasting devices may be used provided that no disturbance is caused to others.
18. Cooking in the Camp is prohibited without prior approval of the Head of Recreational Services or his/her stand-in officer.
19. Campers are not allowed to bring food or drinks into the activity rooms.
20. No smoking in Camp.
21. Do not enter the kitchen, staff dormitories, and storage rooms without authorization.
22. The Camp should be kept tidy and clean, no littering. Campers please tidy up the hostels before leaving the Camp.
23. The Camp Staff will take all safety measures 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 or alike, the Head of Recreational Services or his/her stand-in officer has full authority to make final decision on all matters.
25. In the event of violation of the above regulations and other misbehavior or unlawful activities, the Head of Recreational Services or his/her stand-in officer may terminate the camp period at any time, and all fees paid will not be refundable.
26. Campers are forbidden to sell to other groups or persons in the camp or conduct commercial activities in the camp. If found, the camp may terminate the camp period at any time, and all fees paid will not be refundable.
27. The Camp reserves all rights in adding, deleting and editing the above regulations. In case of discrepancies, the Chinese version shall prevail.