

## **Po Leung Kuk Jockey Club Tai Tong Holiday Camp**

### **Guidelines for the Booking/ 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 2478 1332 or to fax at 2442 3869.
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 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 data basis.
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). Any unregistered participants, if spotted, will be fined 300% of the original camp fee 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 at the dining area of the camp.
8. No cooking in hostels and no self-brought food will be allowed for cooking or BBQ within the Camp. Otherwise a penalty of \$1200 per smoke detector and an additional fined of \$1500 will be charged.
9. Campers are required to take their meals according to the time segments allocated. Only under special condition will the non-regular meal time be considered. Written request is necessary for any change of meal times scheduled. Reprovision shall not be arranged for latecomers nor refund will be made for non-appearance.
10. Campers require to carry with them their HK Identity Card or other legal identification document.
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. 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. 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 or unauthorized driving within camp area is strictly prohibited. Coaches and buses are restricted except for pick up and drop off of campers.
13. Campers should adhere to the arrival and departure time schedule. (Residential Camp 15:15-13:45 the next day, Day Camp 09:00-16:00, Happy Hour Camp 14:00-21:00, Evening Camp 14:00-22:00). For alternative check in or check out schedule, please contact the Camp Office in advance.

14. Campers are requested to obtain a registration slip from the duty officer at the Camp Office if they would wish to leave the campsite in the interim. The registration slip should be presented to the security officer at the front gate for record when leaving the camp site.
15. No pet/ animal is allowed (except guide dogs) in the camp.
16. Campers should bring along their personal-care items, or otherwise purchase their necessities at the Canteen Tuck shop.
17. Campers' Identity strap, to be issued upon registration at the Camp Office, should be showed during the camping period for identification.
18. First-aid Kit is available in camp office for emergency uses by asking help from the duty officer.
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 pre-set time schedule at specified venues. Participants are required to follow the instructions of the Programme Staff.
21. Please save water and be reminded that tap water is not for drinking. Unauthorized use of power supply is not allowed.
22. Please keep the Camp clean, do not litter.
23. Before departure, representatives should be return all borrowed items in good conditions, to the Camp Office. Please tidy up the hostels and complete all check-out procedures before leaving the Camp.
24. Smoking is prohibited 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 entering the campsite.
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 Jockey Club Tai Tong 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. 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. Vehicles of the campers are not allowed to park or drive in the Camp without prior approval.
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. Campers want 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 which carried out after 11:00pm should not be disturbing others. Please be considerate and respect each other.
11. No flags or banners are allowed to be shown in hostels without the approval of the Camp Manager or his/her stand-in officer. Timetables should be posted at a designated place.
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 equipment in the Camp may be checked out from the Duty Officer in the General Office. Campers will be held responsible for indemnifying any damage or loss at market price.
14. Campers must dress properly in the camp. All campers and visitors are expected to conduct and behave 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 alcoholism, 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 refunded.
16. The flowers and trees in the Camp shall not be cut and picked to preserve the beautiful natural environment.
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 within the campsite.
21. The kitchen, staff quarters and store rooms are restricted areas to all campers.
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. 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 anytime, and all fees paid will not be refundable. The Po Leung Kuk reserves the right to add, delete, or alter the above regulations without prior notice to campers.