



Leisure and Cultural Services Department

Booking Form and Booking Guide for Holiday Camp

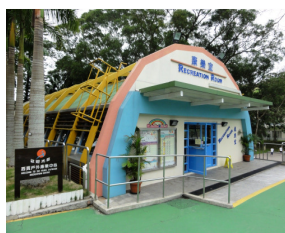
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Lady MacLehose
Holiday Village



Tso Kung Tam Outdoor
Recreation Centre

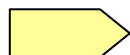


Sai Kung Outdoor
Recreation Centre

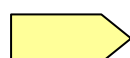


Lei Yue Mun Park
and Holiday Village

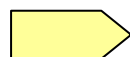
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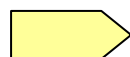
Lady MacLehose Holiday Village
Pak Tam, Sai Kung, New Territories (Fax: 2792 0254)



Tso Kung Tam Outdoor Recreation Centre
105 Route Twisk, Tsuen Wan, New Territories (Fax: 2492 4436)



Sai Kung Outdoor Recreation Centre
21 Hong Kin Road, Tui Min Hoi Area, Sai Kung, New Territories (Fax: 2792 0203)



Lei Yue Mun Park and Holiday Village
75 Chai Wan Road, Hong Kong (Fax: 2568 8304)

(Please put "✓" in appropriate box)

----- (Please fold and seal with adhesive tape) -----

- For three-month in advance booking, please send the completed booking form to the respective holiday camp by mail or fax.
- For booking of camp places within the immediate ten days, please check the availability of camp places with the respective holiday camp first. If camp places are available, please fax the completed booking form to the respective camp immediately for arranging payment of camp fee.
- For booking of camp places by telephone or in person at any LCSD District Leisure Services Offices or at Leisure Link Booking Outlets, please return the completed booking form and pay the camp fee in person at the offices or Booking Outlets.

Correspondence of holiday camps

Lady MacLehose Holiday Village
Telephone: 2792 6430 / 2792 6417
Fax: 2792 0254
Email: lmhv@lcsd.gov.hk
Address: Pak Tam, Sai Kung, N.T.

Tso Kung Tam Outdoor Recreation Centre
Telephone: 2417 1107 / 2415 6812
Fax: 2492 4436
Email: tktorc@lcsd.gov.hk
Address: 105 Route Twisk, Tsuen Wan, N.T.

Sai Kung Outdoor Recreation Centre
Telephone: 2792 3828 / 2792 0046
Fax: 2792 0203
Email: skorc@lcsd.gov.hk
Address: 21 Hong Kin Road, Tui Min
Hoi Area, Sai Kung, N.T.

Lei Yue Mun Park and Holiday Village
Telephone: 2568 7455 / 2568 7858
Fax: 2568 8304
Email: l ymp@lcsd.gov.hk
Address: 75 Chai Wan Road, Hong Kong

Office hours of LCSD District Leisure Services Offices and Leisure Link Booking Outlets for booking and payment

Lady MacLehose Holiday Village, Tso Kung Tam Outdoor Recreation Centre, Sai Kung Outdoor Recreation Centre and Lei Yue Mun Park and Holiday Village :
Monday to Friday : 8:30 am – 4:00 pm Saturday: 8:30 am - 11:00 am (Except Sunday and Public Holidays)

LCSD District Leisure Services Offices:
Monday to Friday: 8:30 am - 4:30 pm (Except Saturday, Sunday and Public Holidays)

LCSD recreation and sports venues:
Monday to Sunday : 8:30 am - 10:00 pm (Open on Public Holidays)



Leisure and Cultural Services Department Holiday Camp Booking Form

For official use only
Form No. _____
Camp Fees : HK\$ _____
Receipt No. : _____

Note:

- Please read the booking guide carefully before completing this form.
- Please put "✓" in appropriate box.
- The provision of the applicant's personal information in this form is obligatory. If the applicant does not provide the requisite personal information, the Department may not be able to process his/her application.
- The information provided will only be used for services arrangement (including meals), compilation of statistics, future correspondence, promotion of activities and verification of identity when arranging refund in case of cancellation of activity.
- Apart from the staff duly authorized by the Department, no one will be given access to the personal information you provide.
- If you want to gain access to or correct your data, you may contact the camp manager.

Intended Visit to

- Lady MacLehose Holiday Village (LMHV) Tso Kung Tam Outdoor Recreation Centre
- Sai Kung Outdoor Recreation Centre Lei Yue Mun Park and Holiday Village

Particulars of Applicant

Name of Applicant _____

"LCSD Leisure Link" Patron No. (if applicable) _____ Local Residents ^{Note 1} Non-local Residents ^{Note 2}

Date of birth _____ (day) _____ (month) _____ (year) Identity Certificate No. _____

Tel. No. _____ (Day) _____ (Night) _____ (Mobile)

_____ (Fax No) Email Address _____

Correspondence Address: _____

Name of Organisation: _____

(For application submitted in name of organisation only)

Purposes of application: Leisure Cultural Educational Training Others (Please specify) _____

Intended Period of Stay	For advance booking of <input type="checkbox"/> Day Camp / <input type="checkbox"/> Evening Camp			For advance booking of Residential Camp									
	Order of Preference	Day	Month	Year	Order of Preference	Date of Check-in			Date of Check-out			Total no. of overnight(s)	
						Day	Month	Year	Day	Month	Year		
1st Choice					1st Choice				to				
2nd Choice					2nd Choice								
3rd Choice					3rd Choice								

- Each booking form can only be used in applying for camp periods in the same month. (If the period of stay for residential camp straddles two months, you may write down in the above table. Please refer to the item of "Advance Booking" in "Booking Procedures" on the last page of this form for details.)
- Please submit separate forms for applications of residential camp, day camp and evening camp in the same month.
- Please submit only one application form if applying for the same camp period.

Number of Campers (including the applicant)

Types of Fee	Requirement	No. of campers
Full Rate	Aged 14 – 59	
	Aged 3 – 13	
Concessionary Rate ^{Note 3} (leave blank if not applying for concession)	Aged 60 or above	
	Organisation for disabled persons ^{Note 4} / disabled persons ^{Note 5}	
	Accompanying carer of disabled persons ^{Note 4} / ^{Note 5}	
	Local schools / Full-time students ^{Note 6}	
	Participants from subvented organization registered with Social Welfare Department ^{Note 6}	
Exemption of camp fee	Below 3 years of age	
	Total	

Note:

- Local residents refer to the holders of valid Hong Kong identity documents.
- Non-local residents refer to the holders of valid identity documents issued by authorities other than the Hong Kong Special Administration Region.
- Campers paying the concessionary rate or exempted should produce their valid identity documents or copies upon check-in for verification. If campers fail to meet the application requirements or the actual number of campers exceeds the number of persons stated on the application form, the applicant is required to make up the difference in camp fees on site.
- Rehabilitation services agencies recognized by the Social Welfare Department can enjoy concessionary rate. Nevertheless, the ratio of disabled persons/chronic illness and accompanying carer should not exceed 1:1.
- Holders of the Registration Card for People with Disabilities issued by the Central Registry or other valid identity documents, and one of their accompanying carer can enjoy the concessionary rate.
- Concessionary rates are offered to full-time students [students studying full time in local or overseas primary or secondary schools, universities or vocational training schools (including full time student nurse)], local schools (kindergartens, primary and secondary schools) and subvented organisations registered under Social Welfare Department on weekdays only.

Other information:

- Participants' age is calculated as at the check-in date.
- If tropical cyclones signal no. 3 or above, or BLACK rainstorm warning signal is issued at 7:00 am on the camping day, all the day camp bookings will be cancelled. If tropical cyclones signal no. 3 or above, or BLACK rainstorm warning signal is still in force at 12:00 noon, all the residential camp and evening camp bookings will also be cancelled. Campers may apply for refund of the camp fees. Please retain the receipt issued by the Department for refund.
- When RED rainstorm warning signal is issued on the camping day, please contact the camp staff to enquire about the camping arrangement before setting off for the camp.
- With the exception of inclement weather or other circumstances leading to the closure of the holiday camp, the camp fees paid will not be refunded.

Booking for LMHV only I/We shall shall not make use of the shuttle bus service arranged by LCSD for commuting between Sai Kung Town Centre and the LMHV.
I/We shall shall not arrange for our own coach(es) (16-seater or above) to the LMHV.

- I declare that the information provided herewith is true and correct. I will inform the camp staff as soon as possible for any change of the above information.
- Participants aged under 18 already has/have his/her/their parents/guardian's consent to participate the above activity, and he/she/they is/are healthy, physically fit, and suitable to participate in the above activity. The Leisure and Cultural Services Department shall not be liable for any injury or death which he/she/they may suffer in this activity, if the cause of injury or death is due to his/her/their own negligence or inadequacy in health and fitness.
- I have thoroughly read the booking guide.

Applicant's signature: _____ Date: _____ Organisation chop: _____

Please fill in either fax number or address for future correspondence

Name _____ Fax number: _____
Address _____



Leisure and Cultural Services Department Holiday Camp Booking Guide

- The primary objective of our holiday camps is to provide leisure services for local residents.
- Applicants should be at least 18 years of age and holders of valid identity documents.
- The Department does not accept travel agents' bookings of our holiday camps as commercial accommodations.
- Applicants who are non-local residents can only apply for the unfilled camp places within the immediate ten days.
- Payment is non-refundable in case of cancellation of booking by the applicant or absence of participants.
- Applicants will be notified of any adjustment of camp fees or meal charges at the time of payment. Receipts will be issued to the applicants upon payment.
- Payment by mail should be in the form of a crossed cheque made payable to "The Government of HKSAR". Post-dated cheques will not be accepted.
- The camp staff will verify the applicant's identity document upon check-in.
- The Department reserves the right to reject any unqualified application.

Number of Campers and Time for Check-in / Check-out

Campsite	Number of Campers			Check in / Check-out time		
	Residential Camp#	Day Camp	Evening Camp	Residential Camp	Day Camp	Evening Camp
Lady MacLehose Holiday Village	- 3 -15 beds bungalow - Min. 3/ Max. 280 persons	Maximum 200 persons	Maximum 100 persons	check-in : 2:30 pm on arrival day, check-out : 1:00 pm on departure day (Camping period should not exceed 4 consecutive nights.)	Check-in: 9:30 am Check-out: 4:30 pm	Check-in: 4:30 pm Check-out: 10:30 pm
Tso Kung Tam Outdoor Recreation Centre	- 10 beds dormitory - Min. 10 persons or a multiple of 10 - Max. 240 persons	Maximum 200 persons	Maximum 100 persons			
Sai Kung Outdoor Recreation Centre	- 8 beds dormitory - Min. 8 persons or a multiple of 8 - Max. 248 persons	Maximum 310 persons	Maximum 100 persons			
Lei Yue Mun Park and Holiday Village	- 3-5 beds room - Group Hostel Capacity : 50 - Family Hostel Capacity: 232 - Min. 3/ Max. 282 persons	Maximum 300 persons	Maximum 100 persons			

Booked in terms of dormitory/bungalow

Charges

Camp Fees		Full Rate		Concessionary Rate	
Type of Booking	Camp Period	14 to 59 years of age	Campers aged 3 to 13, 60 or above, organizations for disabled persons, disabled persons and one of their accompanying carer	Full-time students, local schools, subvented organizations registered under Social Welfare Department (Weekdays only)	
Day Camp and Evening Camp	Weekdays (Monday to Friday, except public holidays)	\$17	\$8.5	\$8.5	
	Saturday, Sunday and public holidays	\$26	\$13	Not applicable	
Residential Camp	*May to October	Weekdays (Sunday to Friday, except the nights preceding public holidays)	\$57 ^\$66 (Family Hostel)	\$28.5 ^\$33 (Family Hostel)	\$28.5 ^\$33 (Family Hostel)
		Saturday nights and the nights preceding public holidays	\$81 ^\$90 (Family Hostel)	\$40.5 ^\$45 (Family Hostel)	Not applicable
	November to April	Weekdays (Sunday to Friday, except the nights preceding public holidays)	\$41 ^\$50 (Family Hostel)	\$20 ^\$25 (Family Hostel)	\$20 ^\$25 (Family Hostel)
		Saturday nights and the nights preceding public holidays	\$59 ^\$73 (Family Hostel)	\$30 ^\$36.5 (Family Hostel)	Not applicable

* Air conditioning will be provided in the bedrooms from 4:00 pm to 8:00 am on the following day from May to October

^ Family Hostel is applicable to the Lei Yue Mun Park and Holiday Village

Meal Charges

Residential camp : Breakfast, lunch and dinner (\$74 per head) Day camp : Lunch (\$29 per head)
Evening camp : Dinner (\$29 per head) / Barbecue pack (utensils included) : \$40.5 per head

- Meals will be arranged by the restaurant of the holiday camp according to the number of campers who have paid their camp fees (Except Lei Yue Mun Park and Holiday Village). If there are any changes in the number of campers requiring catering service or in the meal order, please notify the restaurant by post or fax at least one week before the check-in date for confirmation and follow-up. Payment for meals shall be made upon check-in.

Booking Procedures

Advance Booking

- Please send the completed booking forms to the respective holiday camp by mail or by fax in accordance with the schedule below. Late applications will not be accepted (postmark date on the envelope will be regarded as the application date).

Month of Booking	January	February	March	April	May	June	July	August	September	October	November	December
Deadline of Application	30/9 of the preceding year	31/10 of the preceding year	30/11 of the preceding year	31/12 of the preceding year	31/1 of the same year	28 or 29/2 of the same year	31/3 of the same year	30/4 of the same year	31/5 of the same year	30/6 of the same year	31/7 of the same year	31/8 of the same year

- In case the number of applications exceeds the quota for the same camping date, allocation of places will be determined by ballot at 3:00pm on the 5th working day of each month at the camp office (e.g. Places for bookings in May will be determined by ballot on the 5th working day of February).
- Applicants who have not received any notification on the 20th day of the ballot month may assume their bookings unsuccessful. No separate notice will be sent to unsuccessful applicants.
- Successful applicants should pay the camp fees before the due date specified in the notification.

Telephone booking/

- Starting from 8:30 am of the 20th day of each month, unfilled camp places after balloting will be open for booking by members of the public through:

(1) **Telephone booking (☎ 2927 8080)**

The service hours of telephone booking are from 8:30 am to 9:00 pm daily (Calls are answered by telephone operator from 8:30am to 5:45pm from Monday to Friday. Such service is not available on Saturdays, Sundays and public holidays.). Applicants should return the booking forms and pay the camp fees in person at any **LCSD District Leisure Services Offices or Leisure Link Booking Outlets** within 3 days after telephone booking.

(2) **Booking in person**

Applicants may book the camp places in person on a first-come-first-served basis at any **LCSD District Leisure Services Offices or Leisure Link Booking Outlets / Self-service Kiosk** and they should complete the procedures and settle the camp fees on-the-spot.

Booking in person at LCSD District Leisure Services Offices or Leisure Link Booking Outlets / Self-service Kiosk

Booking date

* 1st – 19th of the month

(Example: On 1st January, you can book the remaining camp places from 10 days ahead, i.e. 11th January up to 31st March of the same year)

* 20th – end of each month

(Example: On 20th January, you can book the remaining camp places from 10 days ahead, i.e. 30th January up to 30th April of the same year)

Camping date

10 days ahead up to the end of next 2 months

10 days ahead up to the end of next 3 months

Booking within the immediate ten days

- Booking of camp places within the immediate ten days should be made direct through telephone to the office of the respective holiday camp. The deadline for all bookings (including day, evening and residential camps) is one day prior to the check-in date. The Department will consider on-the-spot enrollment according to the situation of the camp concerned.

Booking for schools

- Local schools (including kindergartens, primary schools, secondary schools and special schools) are given priority in making six-month advance bookings for day/evening/residential camp places for organising school activities. This arrangement applies only to normal school day (from Mondays to Fridays, and except residential camp on any day preceding a public holiday).
- Schools are required to send their completed booking forms to the respective holiday camps by post or by fax before the deadlines set below:

Month of Booking	January	February	March	April	May	June	July *	August **	September	October	November	December
Deadline of Application	30/6 of the preceding year	31/7 of the preceding year	31/8 of the preceding year	30/9 of the preceding year	31/10 of the preceding year	30/11 of the preceding year	31/12 of the preceding year	N.A.	28 or 29/2 of the same year	31/3 of the same year	30/4 of the same year	31/5 of the same year

* Booking in July only confines to the normal school days announced by the Education Bureau.

** No booking in August as the days in August are not normal school days.

- If bookings for the same camping period exceed the quota, camp places will be allocated by ballot at 3:00 pm on the fifth working day of each month in the offices of the respective holiday camps (e.g. camp places in May will be allocated by ballot on the fifth working day of November of the preceding year). The offices of the respective holiday camps will notify successful applicants in writing for payment of camp fees.
- If there are any unfilled camp places after ballot, schools may make telephone enquiries and bookings direct to the offices of the respective holiday camps.
- For details, please visit the following website: http://www.lcsd.gov.hk/camp/en/booking_procedures.php

Enquiry on internet

- (1) Information of LCSD Holiday Camps } www.lcsd.gov.hk/camp/en/index.php
 (2) Available camp places for the next 30 days }
 (3) Application forms for camp booking : www.lcsd.gov.hk/en/forms_lcs45.php