



# LEISURE AND CULTURAL SERVICES DEPARTMENT CHONG HING WATER SPORTS CENTRE

## BOOKING GUIDE

|           | Boarding Time for Scheduled Shuttle Bus for Check-in / Check - out | Assembly and Boarding Place for Scheduled Shuttle Bus           |
|-----------|--|---|
| Tent Camp | Check-in : 2:30 p.m.<br>Check-out : 12:30 p.m.                     | Check - in : The carpark at Sai Kung Tang Siu Kin Sports Ground |
| Day Camp  | Check-in : 10:00 a.m.<br>Check-out : 4:30 p.m.                     | Check-out : The carpark at Chong Hing Water Sports Centre       |

### I. Booking Procedures

#### (1) Advance Booking

- ◆ Duly completed booking forms should be sent to the office of the Centre by mail or by fax at least 3 calendar months in advance (e.g. application forms for camp places for the month of May should reach the Centre by the end of January).
- ◆ In case the number of application exceeds the quota for the same camping date, allocation of places will be determined by ballot on the 5th working day of each month at the office of the Centre . (e.g. places for booking in May will be determined by ballot on the 5th working day of February.)
- ◆ Applicants will be notified of the result within 7 working days after balloting. 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 return the duly completed reply slip together with a crossed cheque made payable to “The Government of the Hong Kong SAR” to the Centre by mail before the due date specified in the notification. Postdated cheque will not be accepted.
- ◆ Receipt of camp fees and Notes to Campers will be issued to the applicant upon payment of camp fees.

#### (2) Telephone Booking

- ◆ Unfilled camp places after balloting will be open for telephone booking on a first-come-first-served basis starting from the 20th day of the ballot month (i.e. Telephone booking for camp places in May is acceptable starting from the 20th of February). Interested parties should make their bookings at least 3 working days before their camping date.
- ◆ Successful applicants should return the duly completed booking form together with a crossed cheque made payable to “The Government of the Hong Kong SAR” to the Centre by mail before the due date specified. Postdated cheques will not be accepted.
- ◆ Telephone booking and enquiry hours:  
2792 6810, 9:00 a.m. to 4:30 p.m. (Centre closed on Thursdays)

#### (3) On-the-spot Booking

- ◆ Unfilled camp places after balloting will also be open for on-the-spot booking by members of the public on a first-come-first-served basis starting from the 20th day of the ballot month.
- ◆ Opening hours of the Shroff Office :  
8:30 a.m. to 4:30 p.m. (Centre closed on Thursdays)

### II. Others

- (1) The Centre reserves the right to accept or reject any booking for less than 10 campers or booking submitted in less than 3 working days before the camping date.
- (2) Booking will be confirmed upon receipt of payment. Payment is non-refundable in case of cancellation of booking by the applicants or absence of participants.
- (3) Participants should bring along their identity documents on the date of activity for verification.
- (4) Applicant who is non-local resident can only apply for the unfilled camp places fallen within the immediate ten days of the intended camping date.
- (5) Information of the Centre: Telephone Enquiry Number : 2792 6810  
Fax Number : 2791 2473  
Website : <http://www.lcsd.gov.hk/watersport>  
Download of Application Form : [http://www.lcsd.gov.hk/en/forms\\_lcs357.php](http://www.lcsd.gov.hk/en/forms_lcs357.php)