



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 Tso Kung Tam Outdoor Recreation Centre

Sai Kung Outdoor Recreation Centre Lei Yue Mun Park and Holiday Village

Particulars of Applicant (Applicants should be at least 18 years of age and holders of valid identity documents. They must produce their identity documents upon submission of the booking form.)

Name of Applicant _____ Sex M F

"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			For advance booking of Residential Camp							
	<input type="checkbox"/> Day Camp / <input type="checkbox"/> Evening 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							
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	
Concessionary Rate ^{note 3} (leave blank if not applying for concession)	Aged 3 – 13	
	Aged 60 or above	
	Organisation for people with disabilities ^{note 5} / people with disabilities ^{note 6}	
	Minders of people with disabilities ^{note 5/ note 6}	
	Local schools /Full-time students ^{note 7}	
	Participants from subvented organization registered with Social Welfare Department ^{note 7}	
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 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.
 - Participants' age is calculated as at the check-in date.
 - Rehabilitation services agencies recognized by the Social Welfare Department can enjoy concessionary rate. Nevertheless, the ratio of people with disability/chronic illness and minders 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 minders 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.
 - If typhoon 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 typhoon 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.

Status of campers	No. of Local Residents ^{note 1}	No. of Non-local Residents ^{note 2}
Applicant		
Other campers		

Booking for Lady MacLehose Holiday Village 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 Lady MacLehose Holiday Village.

I/We shall shall not arrange for our own coach(es) (16-seater or above) to the Lady MacLehose Holiday Village.

- 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 under 18 years of age have obtained their parents'/guardians' permission or the consent of the persons authorised by their parents/guardians to take part in the activity.

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 fallen within the immediate ten days of the intended camping date.
- 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 250 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 (Applicable to Lady MacLehose Holiday Village, Tso Kung Tam Outdoor Recreation Centre and Sai Kung Outdoor Recreation Centre)

Type of Booking	Camp Period	Full Rate	Concessionary Rate		
		14 to 59 years of age	Campers aged 3 to 13, 60 or above, organizations for people with disabilities, people with disabilities and one of their minders	Full-time students, local schools, subvented organizations registered with Social Welfare Department (Weekdays only)	
Day Camp and Evening Camp	Weekdays (Monday to Friday, except public holidays)	\$17	\$9	\$9	
	Saturday, Sunday and public holidays	\$26	\$13	Not applicable	
Residential Camp	May to October*	Weekdays (Sunday to Friday, except the nights preceding public holidays)	\$65	\$32	\$32
		Saturday nights and the nights preceding public holidays	\$82	\$41	Not applicable
	November to April	Weekdays (Sunday to Friday, except the nights preceding public holidays)	\$41	\$20	\$20
		Saturday nights and the nights preceding public holidays	\$59	\$30	Not applicable

Camp Fees (Applicable to Lei Yue Mun Park and Holiday Village)

Type of Booking	Camp Period	Full Rate	Concessionary Rate		
		14 to 59 years of age	Campers aged 3 to 13, 60 or above, organizations for people with disabilities, people with disabilities and one of their minders	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)	\$66 (Family Hostel) \$57 (Group Hostel)	\$33 (Family Hostel) \$28.5 (Group Hostel)	\$33 (Family Hostel) \$28.5 (Group Hostel)
		Saturday nights and the nights preceding public holidays	\$90 (Family Hostel) \$81 (Group Hostel)	\$45 (Family Hostel) \$40.5 (Group Hostel)	Not applicable
	November to April	Weekdays (Sunday to Friday, except the nights preceding public holidays)	\$50 (Family Hostel) \$42 (Group Hostel)	\$25 (Family Hostel) \$21 (Group Hostel)	\$25 (Family Hostel) \$21 (Group Hostel)
		Saturday nights and the nights preceding public holidays	\$73 (Family Hostel) \$64 (Group Hostel)	\$36.5 (Family Hostel) \$32 (Group 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

Meal Charges

Meal charges of Tso Kung Tam Outdoor Recreation Centre - Breakfast, lunch and dinner (Residential camp): \$48 per head / Lunch (Day camp) / Dinner (Evening camp): \$19 per head / Barbecue pack (utensils included): \$30 per pack

Please note that meal charges of the holiday camps listed below will be revised as follows -

Holiday Camp	Effective dates	Revised Meal Charges
Lady MacLehose Holiday Village	1.11.2008	Breakfast, lunch and dinner (Residential camp): \$64 per head Lunch (Day camp) / Dinner (Evening camp): \$25 per head Barbecue pack (utensils included): \$36 per pack
Lei Yue Mun Park and Holiday Village	1.1.2009	
Sai Kung Outdoor Recreation Centre	17.1.2009	

- Meal charges should be paid to the caterer upon check-in. Meals will be arranged by the camp restaurant in accordance with the number of campers stated in the booking form. Please inform the camp staff in writing at least one week before the camping period of any changes in the number of campers requiring catering service. Otherwise, the camp restaurant will charge according to the total number of participants as stated in the booking form.

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/

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

- 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. 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 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 of the intended camping date 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.

Correspondence of holiday camps

Lady MacLehose Holiday Village

Telephone: 2792 6430 / 2792 6417
Fax: 2792 0254 / 3523 7669
Email: lmhv@lcsd.gov.hk
Address: Pak Tam, Sai Kung, 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.

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.

Lei Yue Mun Park and Holiday Village

Telephone: 2568 7455 / 2568 7858
Fax: 2568 8304 / 2967 5554
Email: lymp@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 & 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)

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