

Update of Information
Please tick this box for duplicate submission of booking forms to update information.



**Leisure and Cultural Services Department
Water Sports Centres
Craft Hiring Booking Form**

LCS349a (Revised June 2018)	
For Official Use Only	
Full Rate	Concessionary Rate
Receipt No.	

Notes to Applicants:

1. Please read the Booking Guide overleaf carefully before filling in this form.
2. Use a separate form for each craft.
3. Fill in all information, tick the appropriate box(es) and have the declaration(s) duly signed.
4. The information provided will only be used by the LCSD for purposes relating to enrolment, booking of facilities, compilation of statistics, future contact and opinion surveys. Only staff duly authorised by the LCSD will be given access to your personal data. For correction of or access to personal data you have submitted, please contact the counter staff at the respective water sports centre/District Leisure Services Office.

(I) Particulars of Applicant and Craft User(s) (# Information of an Emergency Contact Person is optional. You may wish to consider if consent should be obtained from that person before putting down his/her information.)

Applicant/First Craft User (must be aged 14 or above) <input type="checkbox"/> Qualification of craft hiring checked by the centre Name: _____ Identity document no.: _____ Date of Birth: _____ D _____ M _____ Y Sex: <input type="checkbox"/> M <input type="checkbox"/> F Contact Telephone No.: _____ #In case of emergency during the activity, please call _____ at _____	Second Craft User (must be aged 8 or above) <input type="checkbox"/> Qualification of craft hiring checked by the centre Name: _____ Identity document no.: _____ Date of Birth: _____ D _____ M _____ Y Sex: <input type="checkbox"/> M <input type="checkbox"/> F Contact Telephone No.: _____ #In case of emergency during the activity, please call _____ at _____	Third Craft User (must be aged 14 or above) <input type="checkbox"/> Qualification of craft hiring checked by the centre Name: _____ Identity document no.: _____ Date of Birth: _____ D _____ M _____ Y Sex: <input type="checkbox"/> M <input type="checkbox"/> F Contact Telephone No.: _____ #In case of emergency during the activity, please call _____ at _____
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(II) Details of Craft Booking and Hire Fees:

Water Sports Centre : Chong Hing Stanley Main Beach St. Stephen's Beach Tai Mei Tuk The Jockey Club Wong Shek
 Intended Date of Using Craft: _____ No. of users: _____

Craft to be Hired and Hire Time: (Please refer to the Conditions of Craft Hiring in Part II of the Booking Guide overleaf)

Type of craft	Topper	Pico	Wanderer	Laser XD	Magno	420	2000	RS 500	Dart 16	Optimist	Beginner Board	Inter. Board	Fun Board	Short Board	Race Board	Junior Board	Training Kayak	Racing Kayak	Junior Kayak	Others
Capacity	1	1-2	2-3	1	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	
Max Loading(kg)	160	175	315	175	225	230	240	250	260	60	-	-	-	-	-	-	-	-	-	
Quantity																				
Time	AM	<input type="checkbox"/> 9:00 - 10:00			<input type="checkbox"/> 10:00 - 11:00			<input type="checkbox"/> 11:00 - 12:00			PM	<input type="checkbox"/> 1:00 - 2:00			<input type="checkbox"/> 2:00 - 3:00			<input type="checkbox"/> 3:00 - 4:00		

Type of Craft to be Hired: Sailing Dinghy Windsurfing Board Canoe Others (Please specify) _____
 Hiring Fee: (Please refer to the Craft Hiring Fees in Part II of the Booking Guide overleaf) Hours x Hourly rate = Craft hiring fee
 _____ \$ _____ \$

(III) Declaration:

<p>(1) <u>Applicants/craft users aged 18 or above must complete this declaration</u> I hereby declare that I am able to swim with clothes on for at least 50 metres/proficient in swimming, have attained the required water sports qualification(s) (if applicable) and do not suffer from any illness that renders me unfit for the above-mentioned activity. The Leisure and Cultural Services Department shall not be liable should I be injured or die during the activity due to my own negligence or inadequacy in health and fitness.</p> <p>Signature of Applicant/1st Craft User: _____ Signature of 2nd Craft User: _____ Signature of 3rd Craft User: _____ Date: _____</p>	
<p>(2a) <u>A parent/guardian or a person authorised by a parent/guardian of applicants aged under 18 must complete this declaration (The parent/guardian/authorised person must be aged 18 or above).</u></p> <p>I hereby declare that I agree to allow _____ (name of applicant/craft user) to hire the craft from the Centre for practice by him/herself and that he/she is able to swim with clothes on for at least 50 metres/proficient in swimming, has obtained the required water sports qualification(s) (if applicable) and does not suffer from any illness that renders him/her unfit for this activity. The Leisure and Cultural Services Department shall not be liable should he/she be injured or die during the activity due to his/her negligence or inadequacy in health and fitness.</p> <p>Name of Parent/Guardian or Authorised Person: _____ Signature: _____ Date: _____</p>	<p>(2b) <u>A parent/guardian or a person authorised by a parent/guardian of persons aged under 14 using the craft together with the applicant must complete this declaration (The parent/guardian/authorised person must be aged 18 or above).</u></p> <p>I hereby declare that I agree to allow _____ (name of craft user) to hire the craft from the Centre for practice by him/herself and that he/she is able to swim with clothes on for at least 50 metres/proficient in swimming, has obtained the required water sports qualification(s) (if applicable) and does not suffer from any illness that renders him/her unfit for this activity. The Leisure and Cultural Services Department shall not be liable should he/she be injured or die during the activity due to his/her negligence or inadequacy in health and fitness.</p> <p>Name of Parent/Guardian or Authorised Person: _____ Signature: _____ Date: _____</p>

Return Address Labels (Fax no. or address must be provided)

Name : _____	Name : _____
Fax No. : _____	Fax No. : _____
Address : _____	Address : _____

Booking Guide

(I) Bookings

(1) Procedure

Members of the public who have fulfilled the prerequisite qualifications can make booking for craft 10 days in advance or make on-the-spot bookings at the centres, only if craft is available, on a first-come-first-served basis (i.e. the booking for 1st to 10th day of the month can be made on 1st day of the month).

(2) Booking channels

- (i) **Internet booking/Leisure Link Self-Service Kiosk:** The hirer should settle payment for the booking immediately by paying the appropriate hiring fee via the Leisure Link e-Services System or its mobile version (<http://leisurelink.lcsd.gov.hk>)/kiosk and print the acknowledgement(s)/ receipt(s) as supporting document(s);
- (ii) **Booking counters at leisure venues and District Leisure Services Offices (DLSOs):** Hirers will have to produce their original identity document when making a booking at any booking counter of the fee-charging leisure and sports facilities. Hong Kong residents should produce their Hong Kong Identity Cards, children aged below 11 could also produce their Birth Certificate/ Document of Identity for Visa Purposes/HKSAR Re-entry Permit/One-way Permit and proof of recognised qualification for verification. In case of queue, each person can only make one booking on each turn; or
- (iii) Registration in person at the **Leisure Link Services Centre** to become a temporary Leisure Link patron: This booking channel is applicable to non-Hong Kong residents, who shall bring along their valid travel documents to apply for a temporary Leisure Link account in order to make bookings for facilities (except for on-the-spot bookings).

(II) Conditions of Craft Hiring and Fees

(1) The conditions of craft hiring are tabulated below –

(Abbr. CH: Chong Hing Water Sports Centre, SMB: Stanley Main Beach Water Sports Centre, SSB: St. Stephen's Beach Water Sports Centre; TMT: Tai Mei Tuk Water Sports Centre, WS: The Jockey Club Wong Shek Water Sports Centre)

CH	SMB	SSB	TMT	WS	Type of Crafts/ Max. Loading (Kg)	Qualification of Hiring	Remarks
Sailing Dinghy							
✓				✓	Topper (Single-handed) / (160)		➤ 1 person on board only
✓	✓	✓	✓		Pico (Single-handed/Double-handed) / (175)	Holder of Sailing Basic Skills Certificate or equivalent	➤ 1 or 2 person(s) on board is (are) allowed ➤ All persons on board must hold relevant qualification
				✓	Wanderer (Double-handed) / (315)	Holder of Sailing Improving Techniques Certificate or Wanderer Helmsman Competency Record or with record been used Wanderer in Sailing Basic Skills Certificate	➤ 2 or 3 persons on board are allowed ➤ When 2 persons are on board, both of them must hold relevant qualification ➤ When 3 persons are on board, the third person must hold the Junior Helmsman Competency Record, the Introduction to Sailing Certificate or equivalent
	✓		✓	✓	Laser XD (Single-handed) / (175)	Holder of Laser XD Helmsman Competency Record	➤ 1 person on board only
			✓	✓	Magno (Double-handed) / (225)	Holder of Magno Gennaker Competency Record	➤ 2 persons on board are required ➤ All persons on board must hold relevant qualification
		✓	✓	✓	420 (Double-handed) / (230)	Holder of 420 Helmsman Competency Record or Sailing Racing Skills Certificate or Sailing Advanced Skills Certificate	
		✓	✓		2000 (Double-handed)/ (240)	Holder of 2000 Helmsman Competency Record	
		✓			RS 500 (Double-handed)/ (250)	Holder of RS 500 Helmsman Competency Record	
		✓		✓	Dart 16 (Double-handed) / (260)	Holder of Catamaran Helmsman Competency Record	
✓			✓		Optimist (Junior Single-handed) / (60)	Holder of Junior Sailing Helmsman Competency Record or equivalent	➤ 1 person on board only ➤ Suitable for youth aged 8-13 ➤ Youth aged 8-13 must be accompanied by parent/guardian who possessed hiring qualification in sailing activities ➤ One parent/guardian is limited to accompany one craft user only

Windsurfing Board							
✓	✓	✓	✓	✓	Beginner Board (e.g. Primo / Beach / Viper)	Holder of Basic Windsurfing Award / Competency Record or equivalent	<ul style="list-style-type: none"> ➤ Holders of Basic Windsurfing Award/ Competency Record can use training sails only ➤ Holders of Intermediate Windsurfing Award/ Competency Record can use Fully battened sails (Mylar)
	✓	✓	✓	✓	Intermediate Board (e.g. Techno 293 OD)	Holder of Intermediate Windsurfing Award / Competency Record or equivalent	
	✓	✓	✓	✓	Fun Board (e.g. Primo 165 / Techno 160 / Techno 160D)	Holder of Fun Board Competency Record or Introduction to Short Board Competency Record	<ul style="list-style-type: none"> ➤ Certificate/Competency Record Holders of Fun Board, Introduction to Short Board, Short Board, Wave Board Clinic, Windsurfing Race Training Attendance Record, Advanced Windsurfing Award, RS:X or Open Sea Award can use Fully-battened sails (Monofilm) or Camber Induced Sails
	✓	✓	✓	✓	Short Board (e.g. X-cite Ride 125-135)	Holder of Short Board Award / Competency Record	
	✓	✓		✓	Race Board (e.g. Techno 293 OD / RS:X)	Holder of Windsurfing Race Training Attendance Record or Advanced Windsurfing Award For RS: X hiring: Holder of RS:X Competency Record	
	✓				Wave Board (e.g. Wave 79 / Wave 82 / Move 95)	Holder of Wave Board Competency Record	
✓	✓	✓			Junior Board (e.g. Funster / Start L)	Holder of Basic Windsurfing Award/ Basic(Junior) Windsurfing Award/Junior Advanced Windsurfing Certificate or equivalent	<ul style="list-style-type: none"> ➤ Specially suitable for youth aged 8-13 ➤ Youth aged 8-13 must be accompanied by parent/guardian who possessed hiring qualification in windsurfing activities ➤ One parent/guardian is limited to accompany one craft user only

Canoeing							
✓					Recreation Kayak (e.g. Hula / Big Yak)	Holder of Junior Kayak 3-Star Award, Kayak 3-Star Award or Kayak Elementary Certificate / Competency Record or equivalent	-----
✓	✓	✓	✓	✓	Training Kayak (e.g. Europa)	Holder of Racing Kayak Elementary Certificate	<ul style="list-style-type: none"> ➤ Must be accompanied with another kayak hirer holding relevant qualification
				✓	Racing Kayak (K-1)	Holder of Junior Kayak 3-Star Award, Kayak 3-Star Award or Kayak Elementary Certificate / Competency Record or equivalent	
✓		✓	✓	✓	Junior Kayak (e.g. School / Boseal)	Holder of Junior Kayak 3-Star Award, Kayak 3-Star Award or Kayak Elementary Certificate / Competency Record or equivalent	<ul style="list-style-type: none"> ➤ Specially suitable for youth aged 8-11 ➤ Youth aged 8-11 must be accompanied by parent/guardian who possessed hiring qualification in kayaking activities ➤ One parent/guardian is limited to accompany one craft user only

(2) Craft hiring fees

Type of Craft		Sailing Dinghy		Windsurfing Board		Canoe	
		Normal Rate	Hiring for Consecutive 3 hours or more	Normal Rate	Hiring for Consecutive 3 hours or more	Normal Rate	Hiring for Consecutive 3 hours or more
Month	Holidays	\$30	\$27	\$24	\$22	\$20	\$20
	Weekdays	\$20	\$18	\$16	\$14	\$16	\$14
December to March		\$16		\$14		\$14	

- (i) Charges are calculated per craft per hour.
- (ii) Holidays mean Saturdays, Sundays and public holidays.
- (iii) Applicable to persons aged below 14 or aged 60 or above, full-time students, persons with disabilities and their accompanying carers (on a one-to-one basis). For hiring by concessionary applicants (e.g. students or persons with disabilities), they are still required to produce supporting documents to prove their eligibility for the concessionary rates.

(III) Guide to Applicants/Craft Users

- (1) The applicants must at least reach 14 years old. Applicants aged 18 or above must sign the “Declaration” on the Craft Hiring Booking Form. Applicants aged between 14 to 17 must seek consent from their parents/guardians or persons authorised by their parents/guardians in advance and sign the “Declaration” on the Craft Hiring Booking Form.
- (2) Children aged under 14 cannot be the applicants for craft hiring. Children aged between 8 to 13 can use the hired craft if they are accompanied by their parents/guardians or persons authorised by their parents/guardians on a one-to-one basis and the parents/guardians will get afloat for the same type of water sports activity with the youths and be the applicants for craft hiring.
- (3) All craft users should be at least 8 years old and should sign a declaration that they are able to swim with clothes for at least 50 metres/proficient in swimming.
- (4) On the day of use, applicants should produce the receipt/permit and their identity document, while accompanying craft users (if applicable) should produce their identity document used during registration (adult Hong Kong residents should produce the original of their Hong Kong Identity Card; children between 11 and 14 may produce a copy of their Hong Kong Identity Card; children aged below 11 may produce the original or a copy of their Birth Certificate/Document of Identity for Visa Purposes/HKSAR Re-entry Permit/One-way Permit, as an alternative to the Hong Kong Identity Card (if the identity document bears no photograph, the original of a valid photograph-bearing student identity card/student handbook should also be produced)). Those without a Hong Kong Identity Card should produce their valid travel document (such as passport or One-way Permit), proof of recognised qualifications and activity logbook (if applicable) for verification and registration.
- (5)
 - (a) Persons who aged 60 or above, full-time students, or persons with disabilities are eligible for concessionary rates. LCSD shall not allow a hirer to use a facility if he/she is not eligible for concessionary rate but has nonetheless booked the facility with concessionary rate by claiming to be so eligible.
 - (b) Except where the hirer is a persons with disabilities, in order to enjoy concessionary rates for the use of facilities, the hirer and all his/her partner(s) should be eligible for concessions. Subject to Condition 5(c) below, if any partner(s) of the hirers are found not eligible for concessions, the hirer will be required to immediately top up the shortfall between concessionary rate and normal rate. Failure to do so will result in those users who are not eligible for concessions being required to leave the facility.
 - (c) Persons with disabilities are eligible to use the booked session(s) at concessionary rates with the company of an accompanying carer with a maximum ratio at 1:1. Accompanying carers of persons with disabilities when using facilities that require payment by individual hirers/users are also eligible for concessionary rate on a ratio at 1:1.
 - (d) Hirers/users enjoying concessionary rates are required to produce proof of eligibility for verification at the check-in counter before using the facilities or during the booked session.
 - (e) Full-time students may present valid student identity card, student handbook or relevant document provided by school (but not limit to the above documents). Personalised Octopus Card with "Student Status" is not accepted as identity proof for student status. If the validity period is not specified on the student identity card, the venue staff on duty reserve the right to request the student concerned to provide other evidence to prove his/her student status.
 - (f) If a hirer is confirmed to have abused the concession, his/her right to book recreation and sports facilities will be suspended for 180 days, with effect from a date determined by the LCSD.
- (6) When taking part in water activities, craft users should wear suitable clothing and gear (such as swimming suits, swimming trunks, spectacle bands, sun caps, light, fit, breathable long-sleeved clothes); and toe and heel-protected rubber shoes suitable for water sports (slippers or sandals are not allowed), and life jackets or buoyancy aids provided by the centres.
- (7) Any craft users who fail to meet the requirements as stipulated in conditions 1 to 6 above will not be allowed to use the craft.
- (8) Each Craft Hiring Booking Form should be used for hiring one craft only, except the one for the parent/guardian who will accompany the craft user aged below 14 for taking part in water sport activities.
- (9) All applications will be confirmed only upon received the craft rental. Participants should keep their receipts/permits until the end of the activity.
- (10) After the activity, craft users must return the craft and accessories to the Equipment Collection Counter punctually (de-rigging should be completed within the hire period), retrieve the Equipment Collection Form and give it to the staff at the Reception Counter to complete the return procedure. Additional hiring fee (charged at an hourly rate) will be incurred for late return.
- (11) Craft users must return all hired equipment to the centres before departure. Should there be any damage or loss, craft users must report to the centre staff immediately. The centres reserve the right to claim damages against any hirers whose improper use of the equipment has resulted in damage or loss of the equipment.
- (12) All water sport activities must be carried out within the waters specified by the centres.
- (13) A hirer who is unable to take up a booking may cancel it at Leisure Link Self-service Kiosks using his/her Hong Kong Identity Card before the session starts, or by notifying the LCSD at least two days before the day of use. Patrons/temporary patrons of Leisure Link may cancel the booking via the Leisure Link e-Services System before the session starts. All booking fees paid will not be refunded, regardless of whether the booking is cancelled in advance or the session is not taken up. A hirer who fails to take up a booking without cancelling in advance twice within 30 days will have his/her right to book facilities suspended for 90 days, with effect from two days after the second time he/she fails to take up a booking. The number of times a hirer fails to take up bookings is counted by the day, not by the session. No matter how many booked sessions are missed by the hirer within a day, he/she will be deemed to have failed to take up bookings once.
- (14) Participants who suspect that they have been sexually harassed should inform the person-in-charge of the activity/venue staff at once and may wish to seek advice from the Equal Opportunities Commission on 2511 8211. For the definition of and behaviour that may constitute “sexual harassment”, please visit the Commission’s website at <http://www.eoc.org.hk>.
- (15) Do not bring pets to the activity.

(IV) Others

(1) Water sports activity hours: 9:00 a.m.– 12:00 noon and 1:00 p.m. – 4:00 p.m.

(2) Transportation:

- Chong Hing – Take a taxi from Sai Kung Town or Pak Tam Chung to the centre; or
- Take any of the following buses, alight at Pak Tam Chung and walk along Man Yee Road for 75 minutes:
- ^ Bus no. 94 (Sai Kung to Wong Shek Pier)
 - ^ Bus no. 96R (Diamond Hill MTR Station to Wong Shek Pier) (only available on Sundays and public holidays)
- (Remarks: No transportation will be provided to craft hirers unless they have registered as campers of the centre.)

- Stanley Main Beach Take any of the following buses, alight at Stanley Market and walk for 5 minutes:
- Bus no. 14 (Sai Wan Ho to Stanley Fort) (buses depart about every 20 minutes)
 - Bus no. 63/65 (North Point Ferry Pier to Stanley)
 - Bus no. 6/6X/260 (Exchange Square, Central to Stanley Prison)
 - Bus no. 73 (Cyberport to Stanley Prison)
 - Bus no. 973 (Tsim Sha Tsui (East) to Stanley)

- St. Stephen’s Beach Take any of the following buses, alight at Wong Ma Kok Path and walk for 3 minutes:
- Bus no. 14 (Sai Wan Ho to Stanley Fort) (buses depart about every 20 minutes)
 - Bus no. 6A (Exchange Square, Central to Stanley Fort) (buses depart about every 20 minutes)
- Take any of the following buses, alight at Stanley Market and walk for 10 minutes:
- Bus no. 63/65 (North Point Ferry Pier to Stanley)
 - Bus no. 6/6X/260 (Exchange Square, Central to Stanley Prison)

- Tai Mei Tuk Take the following bus or light bus, alight at Tai Mei Tuk and walk for 5 minutes:
- Bus no. 75K (Tai Po Market MTR Station to Tai Mei Tuk)
 - Green minibus no. 20C (Tai Po Market MTR Station to Tai Mei Tuk) (the journey takes about 30 minutes)
- Take the following bus, alight at Lung Mei and walk for 5 minutes:
- Bus no. 275R (Tai Po Market MTR Station to Bride’s Pool) (only available on Sundays and public holidays)

- The Jockey Club Wong Shek Take any of the following buses, alight at Wong Shek Pier and walk for 1 minute:
- Bus no. 94 (Sai Kung to Wong Shek Pier) (buses depart about every 30 minutes)
 - Bus no. 96R (Diamond Hill MTR Station to Wong Shek Pier) (only available on Sundays and public holidays)

(Note: No parking space is available for craft hirers and programme participants at the centres. Chong Hing Water Sports Centre and The Jockey Club Wong Shek Water Sports Centre are located within the restricted zone of Sai Kung Country Park. Craft hirers and programme participants who intend to drive to these two centres should park their vehicles at Pak Tam Chung Public Car Park, and then take a bus or a taxi to the centres.)

- (3) Catering: The centres provide only soft drink vending machines (please bring coins and own food).
- (4) Lockers: The following types of lockers are available in the centres. Locker users should read the instruction displayed in the lockers when using the lockers, and do not leave behind the coins after using the coin-operated lockers.
- Chong Hing , Tai Mei Tuk and Wong Shek : \$5 coin-operated lockers with padlock hasp
 - Stanley Main Beach and St. Stephen’s Beach : key-operated lockers (keys issued at the reception counter)

Locker users should clear the lockers before leave the centres.

(5) Telephone enquiry hours: 9:00am – 5:00pm (except the centres’ weekly close day) and Fax No.:

<u>Water Sports Centre</u>	<u>Telephone no.</u>	<u>Fax no.</u>	<u>Centre Close Day</u>
• Chong Hing	2792 6810	2791 2473	every Thursdays
• Stanley Main Beach	2813 9117	2813 0490	every Wednesdays
• St. Stephen’s Beach	2813 5407	2813 6449	every Tuesdays
• Tai Mei Tuk	2665 3591	2660 7910	every Wednesdays
• The Jockey Club Wong Shek	2328 2311	2328 2172	every Tuesdays

(6) Shroff hours: 8:30am – 4:30pm (except the centres’ weekly close day)

(7) If there is any amendment to the above information, the final decision of the centres shall prevail.

(Please cut out and affix the appropriate self-addressed slip to the envelope before posting this form to the respective centre)

Chong Hing Water Sports Centre Leisure and Cultural Services Department West Sea Cofferdam High Island Reservoir Sai Kung, Hong Kong	Stanley Main Beach Water Sports Centre Leisure and Cultural Services Department 1 Stanley Link Road, Stanley, Hong Kong	St. Stephen’s Beach Water Sports Centre Leisure and Cultural Services Department Wong Ma Kok Path, Stanley, Hong Kong	Tai Mei Tuk Water Sports Centre Leisure and Cultural Services Department Main Dam Plover Cove Reservoir Tai Mei Tuk, Tai Po, Hong Kong	The Jockey Club Wong Shek Water Sports Centre Leisure and Cultural Services Department Wong Shek Pier Sai Kung, Hong Kong
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