



Please Affix Stamp Here

# Booking Form and Booking Guide for Holiday Camps



Lady MacLehose Holiday Village



Tso Kung Tam Outdoor Recreation Centre




Sai Kung Outdoor Recreation Centre






Lei Yue Mun Park

- To :**
-  **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**  
75 Chai Wan Road, Hong Kong (Fax: 2568 8304)

( Please put a “✓” in the appropriate box  )

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

1. To make booking up to three months in advance  Submit the completed booking form to the holiday camp concerned by post or fax.
  2. To book camp places within the next ten days  Check the availability of camp places with the holiday camp concerned by telephone. If there are places available, fax the completed booking form to the camp concerned and arrange for payment of camp fee.
  3. To make booking in person at any LCSD District Leisure Services Offices
  4. To make booking in person at any Leisure Link Booking Outlets
  5. To make booking in person at Leisure Link Self-service Kiosks
  6. To make booking through Leisure Link e-services System or its mobile version
- }  Submit the completed booking form and pay the camp fee in person at any of the offices or venues.

**Contact information of holiday camps**

Lady MacLehose Holiday Village

Address: Pak Tam, Sai Kung, N.T.

Telephone: 2792 6430 / 2792 6417

Fax: 2792 0254

Email: lmhv@lcsd.gov.hk

Sai Kung Outdoor Recreation Centre

Address: 21 Hong Kin Road, Tui Min Hoi Area, Sai Kung, N.T.

Telephone: 2792 3828 / 2792 0046

Fax: 2792 0203

Email: skorc@lcsd.gov.hk

Tso Kung Tam Outdoor Recreation Centre

Address: 105 Route Twisk, Tsuen Wan, N.T.

Telephone: 2417 1107 / 2415 6812

Fax: 2492 4436

Email: tktorc@lcsd.gov.hk

Lei Yue Mun Park

Address: 75 Chai Wan Road, Hong Kong

Telephone: 2568 7455 / 2568 7858

Fax: 2568 8304

Email: l ymp@lcsd.gov.hk

**Office hours of LCSD District Leisure Services Offices and recreation and sports venues for booking and payment**

Lady MacLehose Holiday Village, Tso Kung Tam Outdoor Recreation Centre, Sai Kung Outdoor Recreation Centre and Lei Yue Mun Park:

Monday to Friday : 8:30 am - 4:00 pm

Saturday: 8:30 am - 11:00 am (Closed on Sunday and public holidays)

LCSD District Leisure Services Offices:

Monday to Friday: 8:30 am - 4:30 pm (Closed on Saturday, Sunday and public holidays)

Offices of LCSD recreation and sports venues:

Monday to Sunday : 8:30 am - 10:00 pm (Open on public holidays)



Holiday Camp Booking Form

Table with 2 columns: Label (Form No., Camp Fee, Receipt No.) and Value (For official use only, etc.)

Points to Note:

- Please read the booking guide carefully before completing this form.
Please put a "✓" in the appropriate boxes.
Applicants must provide the required personal data clearly on this form.
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 for cancelled camp bookings.
Only staff duly authorised by the LCSD will be given access to the personal data provided by applicants.
For correction of or access to the submitted data, please contact the camp manager.

Holiday Camp to be Booked

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

Particulars of Applicant

(Applicants must be 18 years of age and holders of recognised identity documents. They are required to produce the original or a copy of their identity documents when making payment.)

Name (English): \_\_\_\_\_ Name (Chinese): \_\_\_\_\_

Chinese Character Code (if applicable): \_\_\_\_\_ [ ] Hong Kong Resident Note 1 [ ] Non-Hong Kong Resident Note 2

"LCSD Leisure Link" Patron No. (if applicable): \_\_\_\_\_

Sex: [ ] Male [ ] Female Date of Birth: \_\_\_\_\_ (Day) (Month) (Year) Identity Document No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ (Day) \_\_\_\_\_ (Night) \_\_\_\_\_ (Mobile)

Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Name of Organisation (for bookings made in the name of an organisation only): \_\_\_\_\_

Booking Purpose(s): [ ] Leisure [ ] Cultural [ ] Education [ ] Training [ ] Others (Please specify) \_\_\_\_\_

Intended Camping Date(s)

Table for Advance Booking of Day Camp / Evening Camp with columns: Order of Preference, Day, Month, Year

Table for Advance Booking of Residential Camp with columns: Order of Preference, Check-in Date, Check-out Date, Total No. of Night(s)

- Each booking form can only be used for booking camping periods in the same month.
Please refer to "Advance Booking" under "Booking Procedures" on the last page for details.
Please use separate forms for booking residential camp, day camp and evening camp in the same month.
Applicants may only submit one booking form for the same camping period.

Number of Campers

(including the Applicant)

Table with 3 columns: Types of Camp Fee, Eligible Group(s), No. of Camper(s)

Notes:

- 1. A "Hong Kong resident" refers to a holder of recognised Hong Kong identity documents including the Hong Kong Identity Card (HKIC).
2. A "Non-Hong Kong resident" refers to a holder of valid travel documents issued by a place other than the Hong Kong Special Administrative Region.
3. Campers who apply for the concessionary rate or waiver of the camp fee are required to produce the original or a copy of their valid identity documents for verification when checking in.
4. Rehabilitation service agencies recognised by the Social Welfare Department are eligible for the concessionary rate.
5. Holders of the Registration Card for People with Disabilities issued by the Central Registry for Rehabilitation or other valid identity documents and one of their accompanying carers are eligible for the concessionary rate.
6. The concessionary rate is available to full-time students (i.e. students studying full-time in local or overseas primary or secondary schools, universities or vocational training schools).

Other information:

- A participant's age is calculated as at the check-in date.
If Tropical Cyclone Signal No. 3 or above or the Black Rainstorm Warning Signal is in force at 7:00 am on the check-in day, all day camp bookings will be cancelled.
Please contact the camp staff to enquire about the camping arrangements before setting off for the camp if the Red Rainstorm Warning Signal is in force on the check-in day.
The camp fee paid will not be refunded except in the event of the closure of the holiday camp due to inclement weather or other circumstances.

Bookings for the LMHV only

- I/We [ ] shall [ ] shall not take the shuttle bus(es) arranged by the LCSD for transport between Sai Kung Town Centre and the LMHV.
I/We [ ] shall [ ] shall not arrange for our own coach(es) (with 16 seats or more) to the LMHV.

- I declare that all the information given above is true and correct. I will inform the camp staff as soon as possible of any subsequent change in the information.
All campers aged under 18 have obtained their parent's / guardian's consent or authorised consent to their participation in camp activities.
I have thoroughly read the booking guide.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Chop of Organisation: \_\_\_\_\_

Please put down either your fax number or address for future correspondence.

Name: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_



## Holiday Camp Booking Guide

- It is the primary objective of our holiday camps to provide leisure services for Hong Kong residents.
- Applicants must be at least 18 years of age and holders of recognised identity documents.
- The Department **does not accept** bookings of camp places by travel agents for commercial purpose.
- Applicants who are non-Hong Kong residents can only book camp places available within the next ten days.
- Payment is non-refundable should the applicant cancel his/her booking or any of the participants fail to show up.
- Applicants will be notified of any adjustment of camp fees or meal charges at the time of payment. Official receipts will be issued to the applicants upon payment.
- Payment by post should be in the form of a crossed cheque made payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR”. Post-dated cheques will not be accepted.
- The applicants will have their identity documents checked by camp staff during check-in.
- The Department reserves the right to reject any application that is ineligible.

### Number of Camp Places and Check-in/Check-out Time

Holiday Camp	Number of Camp Places			Check-in/Check-out Time		
	Residential Camp #	Day Camp	Evening Camp	Residential Camp	Day Camp	Evening Camp
<b>Lady MacLehose Holiday Village</b>	- Bungalows each with 3-15 beds - Minimum: 3 persons / maximum: 268 persons	Maximum 200 persons	Maximum 100 persons	Check-in: 2:30 pm on arrival day  Check-out: 1:00 pm on departure day  <b>(Each stay is limited to a maximum of four consecutive nights only)</b>	Check-in: 9:30 am  Check-out: 4:30 pm	Check-in: 4:30 pm  Check-out: 10:30 pm
<b>Tso Kung Tam Outdoor Recreation Centre</b>	- Dormitories each with 10 beds - Minimum: 10 persons or multiples of 10 - Maximum: 240 persons	Maximum 200 persons	Maximum 100 persons			
<b>Sai Kung Outdoor Recreation Centre</b>	- Dormitories each with 8 beds - Minimum: 8 persons or multiples of 8 - Maximum: 248 persons	Maximum 310 persons	Maximum 100 persons			
<b>Lei Yue Mun Park</b>	- Dormitories each with 3-5 beds - Capacity of group hostels: 50 - Capacity of family hostels: 232 - Minimum: 3 persons / maximum: 282 persons	Maximum 300 persons	Maximum 100 persons			

# Applicants should book by the dormitory/bungalow

### Camp Fees

Type of Camp	Camping Date	Full Rate	Concessionary Rate		
		14 to 59 years of age	Campers aged 3 to 13 / 60 or above, groups of persons with disabilities (PWDs), PWDs each with an accompanying carer	Full-time students, local schools and subvented organisations registered with the Social Welfare Department (Weekdays only)	
<b>Day Camp and Evening Camp</b>	Weekdays (Monday to Friday except public holidays)	\$17	\$8.5	\$8.5	
	Saturday, Sunday and public holidays	\$26	\$13	Not applicable	
<b>Residential Camp</b>	<b>May to October*</b>	Weekdays (Sunday to Friday except the night preceding a public holiday)	\$57 \$66 (Family hostel) ^	\$28.5 \$33 (Family hostel) ^	\$28.5 \$33 (Family hostel) ^
		Saturday nights and the night preceding a public holiday	\$81 \$90 (Family hostel) ^	\$40.5 \$45 (Family hostel) ^	Not applicable
	<b>November to April</b>	Weekdays (Sunday to Friday except the night preceding a public holiday)	\$41 \$50 (Family hostel) ^	\$20 \$25 (Family hostel) ^	\$20 \$25 (Family hostel) ^
		Saturday nights and the night preceding a public holiday	\$59 \$73 (Family hostel) ^	\$30 \$36.5 (Family hostel) ^	Not applicable

\* Air conditioning is provided in rooms from 4:00 pm to 8:00 am the following day between May and October

^ Family hostels are only available at Lei Yue Mun Park

### Meal Charges (to be collected by camp restaurants)

	<u>Lei Yue Mun Park</u>	<u>Lady MacLehose Holiday Village</u>	<u>Tso Kung Tam Outdoor Recreation Centre</u>	<u>Sai Kung Outdoor Recreation Centre</u>
Residential camp : Breakfast, lunch and dinner	\$77.3 per head	\$77.5 per head	\$79 per head	\$77.8 per head
Day camp : Lunch	\$30.3 per head	\$30.5 per head	\$31 per head	\$30.5 per head
Evening camp : Dinner	\$30.3 per head	\$30.5 per head	\$31 per head	\$30.5 per head
Barbecue pack (utensils included)	\$42.4 per pack	\$43 per pack	\$44 per pack	\$42.8 per pack

- The camp fee does not include meal charges. Campers who need catering service from the camp are required to place their order with the restaurant by email or fax **at least one week before the check-in date**, and obtain confirmation from the restaurant.
- Meal charges are subject to adjustment in line with movement in the Consumer Price Index (A). Campers may approach the relevant camp office or restaurant for information.

## Booking Procedures

### Advance Booking

- Applicants should submit the completed booking form by post or fax to the holiday camp concerned by the submission deadline. Late submissions will not be accepted (For submissions by post, the postmark date will be deemed the submission date). Please refer to the table below for the submission deadlines for booking of camp places in different months:

Month of intended use	January	February	March	April	May	June	July	August	September	October	November	December
Submission deadline	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	28/2 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

- Camp places will be allocated by ballot, which is held at 3:00 pm on the fifth working day of the third month prior to the camping date (e.g. the ballot for places in May will be held on the fifth working day of February) at the office of the holiday camp concerned.
- Applicants who have not received any notification by the 20<sup>th</sup> of the month of the ballot may consider their applications unsuccessful. Unsuccessful applicants will not be notified individually.
- Successful applicants should pay the camp fee by the due date specified in the notification letter.
- Camp places left unfilled after the ballot will be available for booking on a first-come-first-served basis starting from 8:30 am on the 20<sup>th</sup> of each month through the following ways:

(1) 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 offices of recreation and sports venues with Leisure Link services/Self-service Kiosks, and complete the booking procedures and pay the camp fee on the spot.

(2) Through the Leisure Link e-Services System or its mobile version

Applicants may book any camp places left unfilled after the ballot and settle payment at once through the Leisure Link e-Services System (LLES) or its mobile version (mLLES). The Acknowledgement should be printed out for verification. It should be noted that the LLES and mLLES cannot process transactions over HKD3,000. Bookings with the total camp fee exceeding HKD3,000 should be made and paid for in person at LCSD District Leisure Services Offices or Leisure Link Booking Outlets.

**Booking in person at LCSD District Leisure Services Offices or offices of recreation and sports venues with Leisure Link services/ Self-service Kiosks/ through the Leisure Link e-Services System or its mobile version**

Booking Date	Camping date(s)
Between the 1 <sup>st</sup> and 19 <sup>th</sup> of the month	Between the tenth day after the day of booking and the end of the second following month
(Example: On 1 <sup>st</sup> January, applicants can book the camp places left unfilled within the period from the tenth day after the day of booking, i.e. 11 <sup>th</sup> January, to 31 <sup>st</sup> March.)	
Between the 20 <sup>th</sup> and the end of the month	Between the tenth day after the day of booking and the end of the third following month
(Example: On 20 <sup>th</sup> January, applicants can book the camp places left unfilled within the period from the tenth day after the day of booking, i.e. 30 <sup>th</sup> January, to 30 <sup>th</sup> April.)	

**Booking camp places available within the next ten days**

**Priority booking for schools**

- Applicants who wish to book camp places available within the next ten days should call the office of the holiday camp concerned direct. The deadline for booking of all camps (including day, evening and residential camps) is one day before the check-in date. The LCSD may, however, consider on-the-spot bookings depending on the actual circumstances.
- Local schools (including kindergartens, primary schools, secondary schools and special schools) are given priority in booking which allows them to reserve day/evening/residential camp places six months in advance for school activities. This arrangement is applicable to camp places on regular school days only (i.e. from Monday to Friday, with the exception of the day preceding a public holiday for residential camps).
- Interested schools should submit the completed booking form by post or fax to the holiday camp concerned by the submission deadlines listed below:

Month of intended use	January	February	March	April	May	June	July*	August**	September	October	November	December
Submission deadline	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.	28/2 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

\* For July, this arrangement is applicable only to camp places on school days as specified by the Education Bureau.

\*\* This arrangement is not applicable in August, since there are no school days in that month.

- Camp places will be allocated by ballot, which is held at 3:00 pm on the fifth working day of the sixth month prior to the camping date (e.g. the ballot for places in May will be held on the fifth working day of November of the preceding year) at the office of the holiday camp concerned.
- Successful applicant schools will be notified in writing of the payment method.
- Schools interested in booking camp places left unfilled after the ballot may contact the office of the holiday camp concerned direct.
- For details, please visit the following website:

[http://www.lcsd.gov.hk/en/camp/booking\\_guide/booking\\_procedures.html](http://www.lcsd.gov.hk/en/camp/booking_guide/booking_procedures.html)

**Online enquiry**

- (1) Information on LCSD Holiday Camps } <http://www.lcsd.gov.hk/en/camp/index.html>
- (2) Camp places available in the next 30 days } (Please click the tabs on the left-hand side of the page to check the number of camp places available at each holiday camp)
- (3) Holiday Camp Booking Form : [http://www.lcsd.gov.hk/en/forms\\_lcs45.php](http://www.lcsd.gov.hk/en/forms_lcs45.php)