



LEISURE AND CULTURAL SERVICES DEPARTMENT
SCHOOL BOOKING PROCEDURES –
HOLIDAY CAMPS

1. Applications for Use of Holiday Camps

Schools may make priority booking of the holiday camps of the Leisure and Cultural Services Department (LCSD):

- (a) Schools may block book day camps / evening camps or residential camps (from 2 days/1 night to 5 days/4 nights) at least four but not more than twelve calendar months in advance.
- (b) This applies only to regular school days (i.e. from Mondays to Fridays during the period from September to mid-July of the following year), excluding residential camp bookings for the day preceding a public holiday.

2. Application Procedures

- (a) Starting from April 2026, schools must register as SmartPLAY organisation users and submit booking applications through the system.
- (b) Schools may book day/evening or residential camp places of holiday camps managed by the LCSD at least four but not more than twelve calendar months in advance. For example, a booking for September 2027 must be made via SmartPLAY between 1 August 2026 and 30 April 2027. Any applications submitted after 30 April 2027 will be processed as ordinary bookings together with applications from other organisations.
- (c) If more than one school book the same camp date(s), places will be allocated by ballot.
- (d) All late applications will be treated as ordinary bookings and processed together with applications from other organisations.
- (e) Schools wishing to apply for use of holiday camps outside the periods specified in Part 1 above shall follow the booking procedures applicable to general organisations.
- (f) Upon completion of holiday camp allocation, a letter will be issued to the school concerned confirming all booking details. The school concerned must settle the payment before the due date.
- (g) No changes to the allocated camp dates will be accepted once payment has been made.

3. Reallocation and Refund Arrangements

In the event that a school activity has to be suspended due to inclement weather, schools may request for an alternative date of use (if a suitable date is available), or apply for a refund under the following circumstances (except non-fee charging facilities):

- (a) The Education Bureau announces suspension of classes;
- (b) The Hong Kong Observatory (HKO) issues Red or Black Rainstorm Warning Signal;
- (c) The HKO issues Tropical Cyclone Warning Signal No. 3 or above;
- (d) The Environmental Protection Department announces that the health risk category reaches “Serious” level in the district where the activity is conducted (i.e. the Air Quality Health Index reaches 10+);
- (e) There is serious flooding in the district at which the school or holiday camp is located;
and
- (f) The HKO issues thunderstorm warning (only applicable to outdoor facilities).

4. Conditions of Use

Schools shall comply with the latest “Conditions of Use of Recreation and Sports Facilities” (<http://www.lcsd.gov.hk/en/condition/index.html>) and “General Conditions for Use of LCSD Holiday Camps” (https://www.lcsd.gov.hk/en/camp/common/form/general_conditions_en.pdf) issued by the LCSD, as well as the following additional conditions applicable to schools:

- (a) Schools shall follow the instructions given by the person in charge of the holiday camp, and comply with the regulations and rules stipulated by the LCSD. In the event of any violation of the above regulations, the LCSD reserves the right to cancel the facility allocation.
- (b) Schools should send a representative to check in before use. During the hire period, at least one teacher or authorised person must be present to co-ordinate and supervise the use of facilities by students.
- (c) Schools must ensure that the booked camp dates and facilities are used solely for students’ physical education classes and extracurricular activities.

5. Hire Charges of Holiday Camps

Meal charges are not included in the camp fees. For the latest holiday camp charges, please refer to the LCSD website. Charges are subject to change. The latest charges as announced by the LCSD shall prevail.

(https://www.lcsd.gov.hk/en/camp/booking_guide/camp_charges.html)

6. Information of Holiday Camps

For details of the holiday camps, please refer to Annex or the LCSD website (<https://www.lcsd.gov.hk/en/camp/index.html>).

Capacity and contact information of the holiday camps are as follows:

Holiday Camp	Residential Camp*	Day Camp	Evening Camp
Lei Yue Mun Park	<ul style="list-style-type: none"> ● 3-5 beds room; ● Group Hostel Capacity : 50; ● Family Hostel Capacity: 232; ● Min. 3/ Max. 282 persons 	Maximum 300 persons	Maximum 100 persons
Lady MacLehose Holiday Village	<ul style="list-style-type: none"> ● 3 -15 beds bungalow; ● Min. 3/ Max. 268 persons 	Maximum 200 persons	Maximum 100 persons
Sai Kung Outdoor Recreation Centre	<ul style="list-style-type: none"> ● 8 beds dormitory; ● Min. 8 persons or a multiple of 8; ● Max. 248 persons 	Maximum 310 persons	Maximum 100 persons
Tso Kung Tam Outdoor Recreation Centre	<ul style="list-style-type: none"> ● 10 beds dormitory; ● Min. 10 persons or a multiple of 10; ● Max. 240 persons 	Maximum 200 persons	Maximum 100 persons

*Booked in terms of dormitory/bungalow

Holiday Camp	Contact Information
Lei Yue Mun Park	Address: Lei Yue Mun Park, 75 Chai Wan Road, Hong Kong Tel: 2568 7455 / 2568 7858 Fax: 2568 8304 Email: lymp@lcsd.gov.hk
Lady MacLehose Holiday Village	Address: Lady MacLehose Holiday Village, Pak Tam, Sai Kung Tel: 2792 6430 / 2792 6417 Fax: 2792 0254 Email: lmhv@lcsd.gov.hk
Sai Kung Outdoor Recreation Centre	Address: Sai Kung Outdoor Recreation Centre, Tui Min Hoi Area, Sai Kung Tel: 2792 3828 / 2792 0046 Fax: 2792 0203 Email: skorc@lcsd.gov.hk
Tso Kung Tam Outdoor Recreation Centre	Address: Tso Kung Tam Outdoor Recreation Centre, 105 Route Twisk, Tsuen Wan Tel: 2417 1107 / 2415 6812 Fax: 2492 4436 Email: tktorc@lcsd.gov.hk