

賽馬會愛丁堡公爵訓練營 - 訂營須知

訂營資訊		
日營	最多200人；最少15人。	入營時間：09:00；離營時間：16:00
黃昏營	最多200人；最少15人。	入營時間：14:00；離營時間：21:00
露營	最多80人；最少15人。	入營時間：15:00 (入營日)；離營時間：13:00 (離營日)
宿營	最多177人；最少8人。	宿營人士如需提早入營或逾時離營，須於訂營時通知營地訂營部，並按人數繳交日營/黃昏營費用。

訂營程序	
※	申請人可於營地網頁下載「訂營申請表」，填妥後以電郵或郵寄方式交回營地。 - 如以團體名義申請，申請表上必須附有負責人簽署及蓋上申請團體的印章。團體如使用優惠團體收費，本營會要求團體提交相關證明文件。 - 申請人須為年滿十八歲香港居民，並能出席整個營期。
※	營地接納申請後，將電郵繳費通知予訂營團體，團體須按繳費通知上指定日期前繳交費用。 - 團體需於發出繳費通知書後14日內支付全數費用。 - 如訂營與入營日期少於14日，團體必須於入營當日或之前支付全部費用。
※	申請人須於入營前最少2個月，填妥膳食、場地及活動相關申請表，並以電郵或郵寄回本營，逾期恕不辦理。預訂內容一經確認後，須於2星期內支付所有費用。 - 由於場地供應有限，所以營地會按照當日訂營情況處理場地租用申請。營地亦會保留部分場地作內部用途。 - 實際用膳人數不能比所預訂的為多，否則營地有權收取多出人數的膳食費。
※	如團體已於訂營申請表申請參與本營活動或訓練計劃，本營將有導師與訂營團體聯絡商討活動詳情。
※	訂單一經確認後，團體不能取消或更改。

開始接受申請的時間		
營位申請	接受申請時間	除特別安排外，本營不會受理早於指定接受申請期限前的申請。 *學校、體育總會(a)、非牟利團體(b)和青年及制服團體(c)可於入營日期前12個月優先預訂營位。 (a)香港業餘體育協會暨奧林匹克委員會會員 (b)獲稅務局豁免繳稅並符合R88的團體 (c)接受民政事務局資助的制服團隊及青少年組織
所有宿位 / 包營	營期前12個月內	
宿位81位或以上 日營/黃昏營101位或以上	營期前9個月內	
宿位21-80位 日營/黃昏營21-100位	營期前6個月內	
宿位20位或以下 日營/黃昏營20位或以下	營期前2個月內	

探營	
1.	租用團體可於營期前探營一次，逗留時間不得超過兩小時。請於擬定日期前一星期致電與營地職員預約，如需再次探營，每位探營人仕則須繳日營費用。
2.	租用團體探營人數不能超過八個人，多於八人的探營者須繳日營費用。
3.	本營不會為探營人仕提供膳食及活動。

注意事項	
1.	借用團體必須遵守營地守則。如有違反，營地有權隨時終止團體繼續享用營地服務，所繳費用恕不退還。詳情請參閱“入營須知及守則”。
2.	宿營團體須於離營日中午12時正前辦理離營手續，並交還所有借用物品及繳交所需費用。
3.	一切標貼、標語或旗幟等，須先獲本營批准後，方可於指定地點懸掛。
4.	如須在營地內攝錄或採訪之團體，須於營期前2星期以書面申請，否則一概謝絕。
5.	租用團體請勿於營地戶外範圍，使用音響器材，同時活動進行期間請盡量降低聲量，以免影響其他營地的使用者及鄰近居民。
6.	香港青年獎勵計劃轄下單位及戶外教育營參與之學校預訂本營可獲優先處理。學校如欲舉辦戶外教育營，須先致電本營查詢營期，並將教育局戶外教育營申請表格傳真回營地確認，唯每期戶外教育營的參加人數不得少於40人。
7.	本會保留有關借用營地之最終權利，必要時營地可取消已訂之營期及發還所付款項而無需申述理由。
8.	因惡劣天氣影響而不能如期入營的團體，請參閱“惡劣天氣安排”。

Jockey Club Duke of Edinburgh Training Camp

Revised date:1/10/2021

Camp Booking Information

Booking Information		
Day Camp	200 pax (Max.); 15 pax (Min.)	Check In: 09:00; Check Out:16:00
Evening Camp	200 pax (Max.); 15 pax (Min.)	Check In: 14:00; Check Out:21:00
Wild Camp	80 pax (Max.); 15 pax (Min.)	Check In: 15:00 (First Day); Check Out : 13:00 (Last Day)
Residential camp	177 pax (Max.); 8 pax (Min.)	Applicants are required to notify our booking office for any early arrival or late departures. Day camp/Evening Camp fee will be charged per person additionally in this case

Application Procedures

※	For camp booking, please download the Registration Form & Price List from our website. The completed Form could be sent by mail / email. - The completed Registration Form must include the signature of the Applicant & company/organization chop. All the eligible outside bodies may be requested to submit proven certification if necessary. - Hong Kong citizens over 18 years old who attends the whole camping period is eligible for completing bookings as a leader of a group.
※	Once the application has been accepted, applicants have to pay the full payment at specific date according to the invoice. - Full payment must be settled 14 days before camping period; No refund will be available after the payment process is complete. - If the booking is confirmed in less than 14 days of check in date, full payment must be settled on or before the check in day.
※	The Applicant should complete the Catering, Facilities and Activities Application Form for catering, facilities and activities arrangement and submit by mail/e-mail to the Camp 2 months prior to the camping period. Once the arrangements are confirmed, all fees must be paid within 2 weeks. Any overdue booking and submission will not be entertained by the Camp. - As the Camp facilities is limited, the Camp will cope with the venue booking according to the numbers of group booking on that day. The Camp may also reserve part of the venue for internal usage. - The number of people dining must match the number initially booked by the group - The Camp reserves the right to charge for additional numbers dining.
※	For activities booking, the Applicant should attach the Activities Application Form with the Registration Form. Camp staffs will contact the Applicant to discuss the details of the activities/ training.
※	Once the booking is confirmed, it cannot be cancelled or changed.

Date of Application		
Camp Booking	Application time	Other than special arrangements, early applications will not be entertained. Schools, (a)National Sports Association (NSAs), (b)Non-Governmental Organization(NGOs), (c) Youth & Uniformed Groups are accorded priority for booking of HKAYP's camp 12 months in advance. (a) Members of the Sports Federation & Olympic Committee of HK, China (b) Organization that are exempted from tax by the Inland Revenue Department and meet R88 (c) Uniformed Group and youth organization that are receiving subvention from Home Affairs Bureau
A Group of 177 campers / Full camp	Within 12 months prior to camping period	
Overnight camp: 81 or above Day Camp/ Evening Camp: 101 or above	Within 9 months prior to camping period	
Overnight camp: 21-80 Day Camp/ Evening Camp: 21-100	Within 6 months prior to camping period	
Overnight camp: Less than 20 Day Camp/ Evening Camp : Less than 20	Within 2 months prior to camping period	

Camp Visitors	
1.	To conduct a pre-camp visit, visitors should not stay in the Camp for more than 2 hours. Appointment should be made with the Camp at least one week prior to the visit. Day camp fee will be charged to the second time pre-camp visit per visitor.
2.	Visitors should not be more than 8 people as a group otherwise day camp fees will be charged.
3.	The Camp will not provide meals and activities to any pre-camp visitor.

Important Notes	
1.	All groups are required to follow the Camp rules. The Camp reserves the right to terminate services to groups that breach regulations. Fees paid will be non-refundable. Please refer to "Camp Notices & Rules" for more detailed information.
2.	For overnight campers, the checkout procedure should be done on/before 12noon. All rental equipment must be returned and outstanding fees must be paid.
3.	All signage items, such as stickers, posters, banners, etc. must be approved by the Camp before usage at any venues.

4.	Permission must be granted by the Camp for any media photography or interview of the Camp. A written application must be sent to the Camp 2 weeks before the intended visit.
5.	Audio equipment (such as speakers or sound systems) is not allowed in the outdoor area of the camp. Also, please keep the volume down during activities, so as not to affect the users of other campers and nearby residents.
6.	Units under AYP and schools that applied for outdoor education camp will be given priority for bookings. The school must call the Camp to check the Camp schedule, then complete and fax the application form to apply for the outdoor education camp booking. The minimum required number of campers to be considered for all outdoor education camp is 40.
7.	The Camp reserves the right of campsite facility rental, and may terminate bookings with refund without reasons if necessary.
8.	For groups that cannot visit the Camp due to bad weather, please refer to <i>"Bad Weather Policy"</i> .