

## 賽馬會野外鍛鍊中心 - 訂營須知

訂營資訊		
日營	最多50人；最少8人。	入營時間：09:30；離營時間：16:00
黃昏營	最多50人；最少8人。	入營時間：15:30；離營時間：21:00
露營	最多50人；最少15人。	入營時間：15:00 (入營日)；離營時間：14:00 (離營日) 營區使用時間為下午四時至翌日上午九時。如訂三日兩夜或以上營期，亦需按上述安排。

訂營程序	
※	<p>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。</p> <ul style="list-style-type: none"> <li>- 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。</li> <li>- 如以個人名義申請，申請人須為年滿十八歲香港居民，並能出席整個營期，遞交申請表時須連同身份證副本。</li> </ul>
※	<p>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。</p> <ul style="list-style-type: none"> <li>- 團體需於發出繳費通知書後14日內支付全數費用；一切已繳交之費用，恕不退還。</li> <li>- 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。</li> </ul>
※	<p>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。</p> <ul style="list-style-type: none"> <li>- 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。</li> <li>- 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。</li> </ul>

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。
所有日營，黃昏營及露營	營期前6個月內	<p>*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。</p> <p>(a)香港業餘體育協會暨奧林匹克委員會會員</p> <p>(b)獲稅務局豁免繳稅並符合R88的團體</p> <p>(c)接受民政事務局資助的制服團隊及青少年組織</p>

膳食安排	
※	所有膳食需於入營前 2 個月預定及繳費。
※	膳食時間如下： - 午餐：1200-1245 或 1245-1330 (由中心安排) - 晚餐：1800-1900
※	已預繳的膳費，不作退還。
※	申請膳食最低人數：早、午、晚餐及燒烤 20 位起計。
※	本中心設有戶外煮食區以供露營租用者使用。不可在其他區域生火，除得中心職員批准；有關煮食工具需自備。
※	於此區內煮食，不可將用剩食材或包裝袋隨便棄置，必須放進垃圾桶內。
※	此區水源只供煮用，不可作洗滌之用。

探營	
1.	租用團體可於營期前探營一次，逗留時間不得超過一小時。請於擬定日期前兩星期電郵與營地職員預約，如需再次探營，每位探營人仕則須繳日營費用。
2.	借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.	露營團體須於離營日中午1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.	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。
7.	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”。
8.	租用人士如自備教練，需於申請時遞交有關教練證明副本，並於入營時出示有效的教練證明。
9.	教練必須遵守總會之教練守則及指引，違反者中心有權隨時終止其活動。 賽艇、獨木舟及龍舟活動須有認可教練(香港中國賽艇總會、香港獨木舟總會、香港龍舟協會頒發之證書或本會認可之指導員) 督導下進行活動。否則禁止使用水上活動器材。
10.	所有水上活動必須於下午四時前返抵營地，結束活動。

**Camp Booking Information**

Booking Information		
Day Camp	50 pax (Max.); 8 pax (Min.)	Check In: 09:30; Check Out:16:00
Evening Camp	50 pax (Max.); 8 pax (Min.)	Check In: 15:00; Check Out:21:00
Wild Camp	50 pax (Max.); 15 pax (Min.)	Check In: 15:00 (First Day); Check Out : 14:00 (Last Day) Campsite will be available from 16:00 till 09:00 the following day; same arrangements will apply if the booking period is or exceeds 3 days and 2 nights.
Application Procedures		
※	<p>For camp booking, please download the Registration Form &amp; Price List from our website. The completed form could be sent by mail / email.</p> <ul style="list-style-type: none"> <li>- The Registration Form must include the signature of the applicant &amp; company/organization chop. All the eligible outside bodies may be requested to submit proven certification if necessary.</li> <li>- Hong Kong citizens over 18 years old who attends the whole camping period is eligible for completing bookings as a leader of a group. The team leader can complete the Registration Form and return it with a copy of the identity card to the Booking Office.</li> </ul>	
※	<p>Once the application has been accepted, applicants have to pay the full payment at specific date according to the invoice.</p> <ul style="list-style-type: none"> <li>- Full payment must be settled 14 days before camping period; No refund will be available after the payment process is complete.</li> <li>- 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.</li> </ul>	
※	<p>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.</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>	

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
All Day Camps, Evening Camps and Wild Camps	Within 6 months prior to camp	
Meal Arrangements		
※	All meal bookings should be made 2 month prior to camp starts	
※	Please see below for meal times:	
	- Lunch: 12:00 – 12:45 or 12:45 – 13:30 (arranged by staff) - Dinner: 18:00 – 19:00	
※	No refunds will be arranged for confirmed meal bookings.	
※	Minimum of 20 participants for breakfast, lunch, dinner, and barbeque ordering	
※	The Camp provides outdoor cooking area for campers; Lighting of fire is prohibited in other areas of campsite without approval of camp staff; Please bring your own cooking utensils.	
※	Please dispose of food leftovers and/or packaging inside trash bins provided within the Camp during cooking activities.	
※	Water supplied in the cooking area should be used only for cooking.	
Camp Visitors		
1.	Groups are entitled to a pre-camp visit, visitors should not stay in the Camp for more than 1 hours. Appointment should be made with the Camp at least 2 weeks prior to the visit. Day camp fees 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 <i>"Camp Notices &amp; Rules"</i> for more detailed information.
2.	For overnight campers, the checkout procedure should be done on/before 1pm. 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.	The Camp reserves the right of campsite facility rental, and may terminate bookings with refund without reasons if necessary.
7.	For groups that cannot visit the Camp due to bad weather, please refer to <i>"Bad Weather Policy"</i>
8.	For groups intended to provide activity instructors by themselves, please submit a copy of effective qualifications along with the Registration Form and present such qualifications on date of event.
9.	Instructors must follow rules and regulations set by respective sports association, termination of activities will take place if there are any violations; Only qualified instructors (from Hong Kong China Rowing Association, Hong Kong Canoe Association, Hong Kong China Dragon Boat Association or individuals qualified by the Hong Kong Award for Young People) may conduct water activities namely rowing, kayaking and dragon boating. Water activities equipment will not be available for use if the above stated instructor is absent.
10.	All participants must return to the Camp and all water activities must be completed on/before 4pm.