

## 賽馬會愛丁堡公爵訓練營 - 入營須知及守則

入營須知	
1.	入營時，請帶備已繳費的正本證明文件往營地辦事處辦理入營手續，核對訂營資料、活動內容及借用物品如門匙及康樂用品等。 辦事處開放時間：0900-2200 日營入營時間：0900/ 黃昏營入營時間：1400 / 宿營及露營入營時間：1500
2.	入營當日，申請人須協助營友檢查客房及租用場地內之設備。如有損壞及遺缺，請即時通知營地職員跟進。
3.	請遵照營地的安排按時進行活動及用膳。如有任何調動，請預先與營地職員商議安排。
4.	營友如需中途離開或返回營地，請先通知團體申請人及營地辦事處。
5.	如營友深夜時發生突發事件，申請人可致電緊急聯絡電話尋求當值職員協助。

膳食	
1.	營友須依照下述時間準時用膳。逾時十五分鐘者，恕不等候，已繳費用恕不退還。 早餐：0800-0845 / 午餐：1200-1245(宿營) 1315-1400(日營) / 晚餐：1800-1845(宿營) 1915-2000(黃昏營) 燒烤時間：18:00 - 21:00 (請於18:00領取燒烤用品及食物)
2.	用膳後營友須自行收拾食具及清理飯桌等，並將椅子放回原位。
3.	食具每人一套，每檯人數安排由營地職員決定。
4.	實際用膳人數不能超出預訂數量，否則營地有權收取多出人數的膳食費。
5.	如該日營地人數過多，營地職員將視乎情況調整用膳時間，有需要時會與個別團體申請人協調。
6.	餐廳內請勿喧嘩及奔跑，或進行任何類型活動。
7.	營地內嚴禁自行生火或煮食（進行營地活動如原野烹飪或料理大師除外）。
8.	嚴禁自攜外來食物或飲料進入營地範圍。
9.	如營地餐廳未能提供膳食，營地將與受影響團體協商預訂其他膳食供應商的餐飲或安排其他處理方案。

住宿	
1.	請保護環境，節約能源，離開客房前請關掉一切電源。
2.	請保持營地清潔，請勿於客房內進食。
3.	營友請自備清潔用品，浴室並無沐浴露、洗頭水及風筒供應。
4.	入住超過2晚的營友如需清潔客房內的洗手間及清理垃圾箱，可於16:30前到營地辦事處通知職員處理。本營地亦提供衛生紙及垃圾袋，如不敷應用，可到辦事處領取。離營前請清理客房內之雜物及垃圾。
5.	離營日，請營友需整理使用後之場地及客房床鋪；並將使用後的床單、被單及枕袋放進床上用品收集箱。

其他	
1.	如需在營地內進行錄影或採訪之團體，須於營期前兩星期以書面申請，否則一概謝絕錄影或採訪。
2.	個人攜來之物件須自行保管。如有遺失，營地一概不負責。
3.	營地設有5個訪客車位，車位先到先得，團體負責人可預先電郵預約車位。除營地職員批准外，任何未經登記的車輛不得在營地內停泊。泊車時須依照營地職員的指示。
4.	營地內嚴禁進行水戰類活動。
5.	預防登革熱、日本腦炎等疾病，營友請自備防蚊用品。

守則	
1.	戶外活動時請盡量降低聲量及避免於戶外使用擴音機，以免影響其它營友及鄰近居民。
2.	晚上須保持安靜，以免騷擾他人。營地之戶外燈光關閉時間為23:00，營友須於22:30前完成所有活動並返回客房。
3.	營地內嚴禁賭博、飲用酒精類飲品、吸煙或任何違反本機構宗旨及本港法律的行為。一經發現，本營地有權即時終止其活動進行及向警方求助。
4.	營地內嚴禁任何人仕進行存有危險的活動，營地有權即時終止其活動進行。
5.	營地內請保持衣著整潔、行為端莊，勿赤體或只穿內衣褲。
6.	嚴禁擅自移動本營地內之所有傢俬、器材及設備（包括客房及活動室內之床舖、檯、櫃等），或引用營地電源。如有弄污或損壞，須照價賠償。請愛惜營內花草，切勿任意採摘。
7.	團體不得佔用公共空間或通道作活動場地（包括但不限於營地內之草地，車道附近之空地，走廊，可租借活動場地外之空間，及其他公共空間），營地有權即時終止有關活動進行。
8.	一切標貼、標語或旗幟等，須先獲本營地職員批准，方可於指定地點張貼或懸掛。如因此造成任何損壞，營友須負責賠償。
9.	營友須自行保管營地所借予的任何物品。離營前須如數交還，如有遺失或損壞則須賠償。
10.	如發生任何意外損傷事件，請即時通知營地職員。
11.	團體入營人數不得多於所訂宿位的人數，即使包營團體，宿位最多為177人，如入營人數比所訂宿位人數為多，本營地將禁止多出的人數進入營地。
12.	訂單一經確認後，團體不能取消或更改。如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》。
13.	營地保留權利拒絕患有嚴重傳染病之訪客或營友進入營地範圍內。如有需要，營地保留權利緊急撤離已入住的患者及/或高風險團體。
營友必須遵守以上營地守則；如有違反者，營地有權隨時終止營期，所繳費用恕不發還。守則未能盡錄，一切以營地當值主任的決定為準。	

**Jockey Club Duke of Edinburgh Training Camp**

Revised date:1/1/2024

**Camp Notices & Rules**

Check In	
1.	Please bring the original payment slip during check-in, check the booking information & programme rundown. Please also confirm that all room keys and other recreation equipment have been received. Office Hours : 0900-2200 Day Camp Check-in : 0900/ Evening Camp Check-in : 1400 / Overnight Camp Check-in : 1500
2.	The Applicant must check all the rooms carefully and confirm if they are all in good condition on the date of check in. Please inform our staff if there are any issues such as missing or damaged items.
3.	Please follow our programme & meal schedule. If your group requires any special arrangements, please discuss with our staff in advance.
4.	Campers have to inform their group leader/ person-in-charge and camp staff when entering or leaving the Camp. (The main entrance of the camp will be locked after 22:30)
5.	In case of emergency or illness during overnight camp, campers should contact their leader or person-in-charge via Camp emergency contact number.

Meal Arrangement	
1.	Each group is required to have their meals according to the Camp's schedule. The Camp will wait no longer than 15 minutes before the meals are served. Meal costs are non-refundable. Breakfast : 0800-0845 / Lunch : 1200-1245 (Overnight Camp) , 1315-1400 (Day camp) / Dinner : 1800-1845 (Overnight Camp) , 1915-2000 (Evening camp) / Barbecue : 1800-2100 (Please collect the food at 1800)
2.	Campers are required to pack their own food utensils and clean the table, etc., and put the chairs back in place.
3.	Each person will be provided with a set of utensils after meal time. The campers must follow the table arrangement that is allocated by the Camp.
4.	The actual number of meals cannot exceed the number of reservations, otherwise the Camp reserves the right to charge for additional amount of meals.
5.	Group may be required to adjust or re-arrange meal times depending on the number of campers at the Camp. Should this be required, the Camp will inform each Applicant of any changes.
6.	Running or yelling is prohibited inside the canteen.
7.	It is strictly forbidden to make your own fire or cook in the Camp.
8.	No outside food and drinks are allowed in the Camp.
9.	In case of campsite restaurant not being able to provide meals, the Camp will negotiate with the affected group(s) to arrange for alternative catering services or explore other solutions.

Accommodation	
1.	In consideration of our environment, please switch off all electrical appliances when leaving the rooms.
2.	Eating and drinking are not permitted in the hostel. Please keep the hostel clean and neat.
3.	Campers should bring their own cleaning supplies. There are no shower gel, shampoo and hair dryer provided in the bathroom.
4.	For campers staying more than 2 nights, please notify our reception staff by 1630 to clean the toilet and dispose of the trash bin inside the hostel. Toilet paper and trash bags will be provided within camp, please contact the reception staff if extra supplies are needed; Campers are also responsible for cleaning out the rubbish and tidying up the rooms on check out day.
5.	On check out day, campers have to remove all pillow cases and bed sheets (Except the duvet cover) and place them into the box. Camper's luggage must be removed from the hostel by 12:30pm.

Others	
1.	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.
2.	Campers are responsible for their own personal belongings. The Camp is not liable for any loss or damage to the camper's personal property.
3.	There are 5 parking spaces for visitors on a first-come, first-served basis. No vehicles are allowed to be parked inside the Camp without permission.
4.	It is strictly forbidden to organize water warfare activities in the Camp.
5.	To prevent dengue fever, Japanese encephalitis and other diseases, campers should bring their own anti-mosquito supplies.

Camp Rules	
1.	During outdoor activities, please minimise the volume and avoid using amplifiers outdoors, so as not to affect other campers and nearby residents.
2.	Keep quiet during the night so as not to disturb others. The outdoor lights of the camp are turned off at 23:00 and campers are required to complete all activities on or before 22:30.
3.	Gambling, alcohol, smoking or any behaviour that violates the purpose of our organisation and the laws of Hong Kong is strictly prohibited in the camp. Once discovered, the camp has the right to immediately terminate its activities and seek help from the police.
4.	The Camp reserves the right to terminate any activities that may cause harm or danger to other Campers.

5.	Campers must dress properly in the camp. All campers and visitors are expected to conduct themselves properly so as not to cause any disturbance or inconvenience to others.
6.	Please do not move any of the furniture, equipment and facilities inside the Camp (including bedding, cabinet, desk inside the hostel and activities room etc.) or use the power outlets of the Camp, otherwise campers shall be liable for damages so caused. Do not pick the flowers from inside the Camp.
7.	Campers are not allowed to occupy common area or corridors for activities (including but not limited to the turf, open space near the driveway, corridors, spaces outside any activity venues, and other public spaces). The Camp reserves the right to terminate such activities immediately.
8.	All posters, slogans or flags can only be posted or hoisted at designated positions with the approval of the Camp. Campers will be charged for the cost of any related damage of camp facilities.
9.	All borrowed items are required to be returned to the reception staff. Compensation shall be paid in case of loss or damage.
10.	All cases of illness and injuries must be reported to the staff on duty immediately.
11.	The number of campers should not exceed the number booked by the group. There are only 177 availability for full camp booking. The Camp reserve the right to refuse the entry of additional campers.
12.	Once the booking is confirmed, it cannot be cancelled or changed. For groups that cannot visit the Camp due to adverse weather, please refer to the "Adverse Weather Policy".
13.	The Camp has the right to refuse entry of visitors or campers who are suffering from severe contagious diseases within the campsite premises. If necessary, the Camp reserves the right to request departure of the patient and/or the affected groups from the campsite.
Campers are required to comply with the above camp code. In the case of violations, the Camp has the right to terminate the camping period at any time and no refund will be given. The Code above is not exhaustive and all decisions of the camp's duty officer shall prevail.	