

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之香港居民，並能出席整個營期。 - 所有營地使用者必須為香港居民。
※	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。
※	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 (優惠團體*)	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，申請表將視為無效申請。 * 優惠團體 包括政府部門、學校、獲稅務局豁免繳稅的非牟利慈善團體、體育總會、香港業餘體育協會暨奧林匹克委員會會員及接受民政及青年事務局資助的制服團隊及青少年組織可獲優惠價及優先預訂營位。 - 除以上團體，為青年籌辦訓練服務的主題營會將獲優先處理。
所有宿位 / 包營	營期前12個月內	
一般申請	營期前9個月內	
營位申請 (私人團體)	接受申請時間	
宿位/日營/黃昏營: 8-25位	營期前3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付日營費用。
2.	租用團體探營人數不能超過八人，多於八人的探營者須繳付日營費用。
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 (包括但不限於：賭博、飲用酒精類飲品、吸煙等)，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:1/4/2023

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

※	<p>For camp booking, please download the Registration Form & Price List from our website. The completed Form could be sent by mail / email.</p> <ul style="list-style-type: none"> - The completed Registration Form must include the signature of the Applicant & company/organisation chop. All organisations eligible for the special rate may be requested to submit supporting certification. - Hong Kong citizens over 18 years old who attends the whole camping period is eligible for completing bookings as a leader of a group. - All campers must be Hong Kong citizens.
※	<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"> - Full payment must be settled 14 days before the 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 date.
※	<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"> - Due to the limited availability of the Camp facilities, 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 booked by the group - The Camp reserves the right to charge for additional numbers dining.
※	<p>Booking cannot be amended or cancelled after booking confirmation.</p>

Date of Application		
Camp Booking (Priority Group *)	Application time	<p>Other than special arrangements, early applications will not be entertained. The application form will be treated as invalid forms.</p> <p>* Priority booking and special rate will be given to Priority Groups which include Government Departments, Schools, Non-Governmental Charitable Organisations registered with the Inland Revenue Department, National Sports Associations, Members of the Sports Federation & Olympic Committee of Hong Kong, China, Uniformed Groups and Youth Organisation that are receiving subvention from Home and Youth Affairs Bureau.</p> <p>- Groups organise training services for youth will be given priority for booking.</p>
A Group of 177 campers / Full camp	Within 12 months prior to camping period	
Day Camp/ Evening Camp: 81 or above	Within 9 months prior to camping period	
Camp Booking (Private)	Application time	
Overnight camp/ Day Camp/ Evening Camp : 8-25	Within 3 months prior to camping period	

Camp Visitors	
1.	To conduct 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 fee (per visitor) will be charged to the second time onwards for each pre-camp visit .
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 & Rules"</i> 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 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 for all outdoor education camps is 40.
7.	The Camp reserves the right to offer any rental service for the campsite facilities, and may terminate bookings with refund without reasons if necessary.
8.	For groups that cannot visit the Camp due to adverse weather, please refer to "Adverse Weather Policy".