



**Leisure and Cultural Services Department
Chong Hing Water Sports Centre
Day Camp and Tent Camp Booking Form**

For Official Use Only	
Receipt No.:	
Cheque No.:	

(Photocopy of this form is acceptable)

Notes to applicants:

1. Please put a "✓" in the appropriate boxes below.
2. Please read the Booking Guide overleaf carefully before completing this form.
3. Applicants must provide the required personal data clearly on this form. Failure to do so may result in the LCSD being unable to process their applications.
4. The information provided will only be used by the LCSD for purposes relating to enrolment, announcement of ballot results, compilation of statistics, future contact and opinion survey. Only staff duly authorised by the LCSD will be given access to your personal data. For correction of or access to the personal data you have submitted, please contact the centre staff.

Particulars of Applicant (applicant must be 18 years old or above) (Please fill in the fields marked with *. Otherwise, your application will not be entertained.

Please consider whether the consent of the emergency contact person should be obtained before providing his/her name and contact number.)

Name: _____ Sex: M / F Identity Document No.: _____ *Age: _____

Tel. No.: _____ (Day) Mobile Phone No.: _____ Name of Organization (if applicable): _____

Emergency Contact Person: _____ **Emergency Contact Person's Tel. No.:** _____

Camping Date:

Type of Camp (Time)	First Choice	Second Choice
<input type="checkbox"/> Day Camp (9:30am - 4:45pm)	____/____/20____ (Day of week: _____)	____/____/20____ (Day of week: _____)
<input type="checkbox"/> Tent Camp (2:30pm-12:30pm the next day)	____/____/ to ____/____/20____ (Day of week: From _____ to _____)	____/____/ to ____/____/20____ (Day of week: From _____ to _____)

Note: Each booking form can only be used to apply for camp periods that fall within the same month. If the intended period of tent camp straddles two months, please indicate so in the table above and submit only one booking form.

Camp Fee and Craft Rental: (please refer to Parts II and III of the Booking Guide overleaf for the scale of craft rental)

	No. of Campers	Camp Fee	Sub-total	Camp Fee and Craft Rental
Day Camp:	_____ x _____	Day(s) X \$7	= \$ _____	
Tent Camp:	_____ x _____	Night(s) X \$14 / \$24	= \$ _____	
Craft Rental:	\$ _____		= \$ _____	= \$ _____

I/We shall/ shall not make use of the shuttle buses between Sai Kung Town Centre and Chong Hing Water Sports Centre arranged by the Centre.

Please indicate your requested nos. of craft and activities in the tables below. (For Day Campers and Tent Campers only)

Date	Time	Type of Craft Capacity (in person)	Kayak / Canoe ⁽¹⁾		Sampan ⁽³⁾		Colour Boat ⁽³⁾		Windsurfing Board ⁽¹⁾		Sailing Dinghy ⁽¹⁾ Topper/Pico/Optimist		Pedal Driven Boat		Archery ⁽⁴⁾ Time:				
			Single		Recreation ⁽²⁾		1-3		7-9		1		1			1-2		2-4	
			F ⁽⁵⁾	C ⁽⁵⁾	F	C	F	C	F	C	F	C	F	C		F	C	F	C
	AM	9-10														Orienteering Time:			
		10-11																	
		11-12																	
	PM	1-2														Campfire Time:			
		2-3																	
		3-4																	
Total Craft Rental			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			

Remarks:

- (1) Craft can only be used by campers holding certificates recognised by the Centre.
- (2) Subject to availability of instructor, the Centre will arrange an instructor for each camping group that hires at least 8 recreation kayaks for 3 consecutive hours for recreation kayaking, provided that all participants are aged 14 or above. For camping groups that hire a minimum of 6 recreation kayaks with participants aged below 14, the instructor-to-participant ratio will be adjusted to 1:6. Participants in recreation kayaking must be aged 8 or above.
- (3) Participants in sampan and colour boat activities must be aged 8 or above. Those aged below 14 must be accompanied by their parents/guardians or persons authorised by their parents/guardians when taking part in the activities.
- (4) Subject to availability of instructor, the Centre will arrange archery activities for day and tent camp groups upon request indicated on the booking form, provided that the day/tent camp group consists of at least 30 campers. The archery session for day and tent camp groups will be held in the afternoon and in the morning of the second day of the camp period respectively. Participants must be aged 8 or above.
- (5) "F" denotes the full craft rental and "C" means the concessionary rate. Persons aged below 14, aged 60 or above, full-time students, disabled persons and their accompanying carer (on a one-to-one basis) can enjoy concessionary rates for craft hiring.

Declaration of applicant:

- (1) I declare that the above information is correct.
- (2) I shall inform the Centre of any changes of the above information.
- (3) All members of the camping group taking part in water sports are able to swim with clothes for at least 50 metres/proficient in swimming, hold the recognised qualification and do not suffer from any illness that renders them unfit for the water sports.
- (4) All campers aged below 18 have obtained their parents'/guardians' permission or the consent of the persons authorised by their parents/guardians to take part in the camp activities.
- (5) All campers shall observe the Campers' Guide and guardians/workers aged 18 or above will be arranged to look after the young members throughout the camping period.

Applicant's Signature: _____ Organization Chop: _____ (if applicable) Date: _____

(Please fill in either your fax number or address for future correspondence. Leave the address blank if you give your fax number. If you submit the booking form by post, please provide a stamped self-addressed envelope for the centre to send the relevant information to you.)

Please fill in your correspondence address clearly	Name: _____ Fax No.: _____ Address: _____	To: Chong Hing Water Sports Centre Leisure and Cultural Services Department West Sea Cofferdam High Island Reservoir, Sai Kung, Hong Kong
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Booking Guide

I. Booking Procedures

(1) Advance Booking by Ballot

- Duly completed booking forms should be sent to the Centre by mail or by fax at least 3 calendar months in advance (e.g. application forms for camp places for the month of May should reach the Centre by the end of January).
- In case the number of application exceeds the quota for the same camping date, allocation of places will be determined by ballot on the 5th working day of each month at 10 a.m. at the office of the Centre. (e.g. places for booking in May will be determined by ballot on the 5th working day of February.)
- Applicants will be notified of the result within 7 working days after balloting. Applicants who have not received any notification on the 20th day of the ballot month may assume their bookings unsuccessful. No separate notice will be sent to unsuccessful applicants.
- Successful applicants should return the duly completed reply slip together with a crossed cheque made payable to “The Government of the Hong Kong SAR” to the Centre by mail before the due date specified in the notification. Postdated cheque will not be accepted.
- Receipt of camp fees and Campers’ Guide will be issued to the applicant upon payment of camp fees.

(2) Telephone Booking

- Unfilled camp places after balloting will be open for telephone booking and in-person booking at the Centre on a first-come-first-served basis starting from the 20th day of the month after balloting (i.e. telephone booking for camp places in May is acceptable starting from the 20th of February). Interested parties should make their bookings and settle the payment at least 3 working days before the commencement of camping date.
- Successful applicants should return the duly completed booking form together with a crossed cheque made payable to “The Government of the Hong Kong SAR” to the Centre by mail before the due date specified. Postdated cheque will not be accepted.
- Telephone booking and enquiry: 2792 6810, 9:00 a.m. to 5:00 p.m. daily, except the Centre’s weekly close day on Thursday.

(3) Standby Booking in Person

- Unfilled camp places after balloting will be open for in-person booking at the Centre on a first-come-first-served basis starting from the 20th day of the month after balloting.
- Shroff office opening hours: 8:30 a.m. to 4:30 p.m. daily, except the Centre’s weekly close on Thursday.

II. Camp Fees

Activity	April to November	December to March
Day Camp (per person per day)	\$7	
Tent Camp (per person per night)	\$24	\$14

III. Craft Hiring Charges

Type of Craft (per craft per hour)		Capacity (person)	Loading Capacity (in kg)	April to November				December to March
				Normal Rate		Hiring for 3 Consecutive Hours or more		
				**Holidays	Weekdays	**Holidays	Weekdays	
# Canoe	Single/ Single (Recreation)	1	- / 90	\$20	\$16	\$20	\$14	\$14
	Double (Recreation)	2	180					
Sampan		1-3	216	\$24	\$16	\$22	\$14	\$14
Colour Boat		7-9	680					
# Windsurfing		1	-	\$30	\$20	\$27	\$18	\$16
# Sailing (Topper/Pico/Optimist)		1	160/175/60					
Pedal Driven Boat		1-2	154					
		2-4	270					

- (1) # denotes the craft can only be used by the campers who have possessed the recognised qualifications.
- (2) ** denotes Holidays mean Saturdays, Sundays & public holidays.
- (3) Campers who intend to take part in sampan and colour boat activities must be aged 8 or above. Campers aged below 14 must be accompanied by their parents/guardians or persons authorized by their parents/guardians when taking part in the activities.
- (4) Concessionary rates: (for Craft Hirers Only)
 - (a) Persons who aged 60 or above, full-time students, or disabled persons are eligible for concessionary rates. LCS D shall not allow a hirer to use a facility if he/she is not eligible for concessionary rate but has nonetheless booked the facility with concessionary rate by claiming to be so eligible.
 - (b) Except where the hirer is a disabled person, in order to enjoy concessionary rates for the use of facilities, the hirer and all his/her partner(s) should be eligible for concessions. Subject to Condition 4(c) below, if any partner(s) of the hirers are found not eligible for concessions, the hirer will be required to immediately top up the shortfall between concessionary rate and normal rate. Failure to do so will result in those users who are not eligible for concessions being required to leave the facility.
 - (c) Disabled persons are eligible to use the booked session(s) at concessionary rates with the company of an accompanying carer with a maximum ratio at 1:1. Accompanying carers of disabled persons when using facilities that require payment by individual hirers/users are also eligible for concessionary rate on a ratio at 1:1.
 - (d) Hirers/users enjoying concessionary rates are required to produce proof of eligibility for concession, e.g. student cards, registration card for persons with disabilities, Senior Citizen card issued by the Social Welfare Department or identity card for

verification at the check-in counter before using the facilities or during the booked session.

- (e) Full-time students may present valid student identity card, student handbook or relevant document provided by school (but not limit to the above documents). Personalised Octopus Card with "Student Status" is not accepted as identity proof for student status. If the validity period is not specified on the student identity card, the venue staff on duty reserve the right to request the student concerned to provide other evidence to prove his/her student status.

IV. Notes to Applicants and Members of Camping Group

- (1) The Centre reserves the right to accept or reject any booking for less than 10 campers or booking payment submitted in less than 3 working days before the camping date.
- (2) Booking will be confirmed upon receipt of payment. Payment is non-refundable in case of cancellation of booking by the applicants or absence of members of the camping group.
- (3) Members of the camping group should bring along their receipts/permits, activity log books, recognized qualifications, completed declaration by the members' parents/ guardians, original copy of identity documents used for registration when making booking: (Hong Kong residents should produce their Hong Kong Identity Cards (Birth Certificates / Documents of Identity for Visa Purposes also acceptable for children aged below 11). Children aged 14 or below may produce a copy of their identity documents. The original of a valid photograph-bearing student handbook / card should also be produced if their identity documents supplied do not bear a photograph. Persons without Hong Kong Identity Cards should produce their valid travel documents (such as Passports, Exit-Entry Permits for Travelling to and from Hong Kong and Macao)), for verification and registration at the check-in counter before using the facilities.
- (4) Any applicant who makes an application on behalf of a camping group should be aged 18 or above and he/she should attend the activities. If the applicant cannot attend the activities, he/she must inform the Centre in advance by letter.
- (5) Non-local residents can only apply for unfilled camp places 10 days in advance of their intended camp date(s).
- (6) Transportation and inclement weather arrangement are as follow:

	Boarding Time for Scheduled Shuttle Bus for Check-in / Check - out	Assembly and Boarding Place for Scheduled Shuttle Bus	Arrangements under Inclement Weather
Day Camp	Check-in : 9:30 a.m Check-out : 4:45 p.m	Check-in: The car park at Sai Kung Tang Shiu Kin Sports Ground	If the tropical cyclone warning signal no. 3 or above or the black rainstorm warning is in force at 7:00 am, all day camp activities of the day will be cancelled.
Tent Camp	Check-in : 2:30 p.m Check-out : 12:30 p.m (the following day)	Check-out: The car park at Chong Hing Water Sports Centre	If the tropical cyclone warning signal no. 1 or above or the red/black rainstorm warning is in force at 7:00 am, all tent camp activities of the day will be cancelled.

- (7) Any applicant who makes an application on behalf of a camping group should ensure that members of the group comply with the Campers' Guide.
- (8) Transportation time may be adjusted for various reasons and the Centre will inform applicants of the latest arrangements.
- (9) Any applicant who makes an application on behalf of a camping group should give details of any special programmes or requests to the Centre for consideration.
- (10) Campers should not bring valuables to the Centre and should take care of their personal belongings.
- (11) \$5 coin-operated lockers with padlock hasps are available at the Centre. Campers have to bring a \$5 coin and a small or medium-sized padlock to use the lockers. Any property stored in the lockers is at the users' own risk. The Centre is not responsible for any items stored in the lockers. Campers are obliged to remove all items from the lockers before check-out.
- (12) Telephone Enquiry No. : 2792 6810 Fax No. : 2791 2473
- (13) Website : <http://www.lcsd.gov.hk/watersport> Application Form : http://www.lcsd.gov.hk/en/forms_lcs357.php