

# Scout Association of Hong Kong

## Choi Chee Ming Luen Kwong Scout Centre

### Application Guidance

#### 1. Booking

- 1.1 Reservations are accepted throughout the year. Preference will be given to scout unit which submit the application form 3 months before the check-in date. Bookings could be made within three months on a first-come-first-served basis.
- 1.2 Please return the completed application form to No.100 Tung Tsz, Ting Kok Road, Tai Po, N.T., Hong Kong. by post, fax (2666 6191) or Email (ttz@scout.org.hk). For enquiry, please call 2665 8082.
- 1.3 Only application on behalf of organization will be accepted. Individual booking or on-the-spot booking will not be entertained.
- 1.4 Successful applicant should receive a debit note and a confirmation letter. Reply slip should be signed and returned within 3 days. The applicant or the representative should be responsible for the total fee once the Reply slip is signed. Camp fees should be paid within 14 days after the confirmation of the camping date; otherwise, bookings will be considered as automatically withdrawn, but the applicant or the representative is still liable for the payment in arrears.

#### 2. Method of Payment

Payment should be made by crossed cheque in person or by post to No. 100, Tung Tsz, Ting Kok Road, Tai Po, N.T., Hong Kong.

Cheque should be made payable to **SCOUT ASSOCIATION OF HONG KONG CHOI CHEE MING LUEN KWONG SCOUT CENTRE**. Post-dated cheque will not be accepted.

#### 3. Camp Period

Type of camp	Check-in Time	Check-out Time
Day Camp	10:00 am	4:30 pm
Evening Camp	2:30 pm	9:00 pm
Tent Camp	3:00 pm (Arrival)	1:00 pm (departure)

Attention: Successful applicant should use the centre within the scheduled time (refer to Application Guidance). Check-in / check-out should be completed within 1 hour after scheduled check-in time / before scheduled check-out time. For the case of early check-in or late check-out, applicant MUST submit written request no later than 2weeks before camping date, and it may cost extra charges.

#### 4. Capacity

Type of camp	Choi Chee Ming Luen Kwong Scout Centre	
	Minimum group size	Maximum capacity
Day Camp/ Evening Camp	20	200
Tent Camp	20	100

#### 5. Inclement Weather

If Rainstorm Red/Black warning signal or typhoon Signal No. 3 or above is hoisted at 7am (for Day Camp) or 12pm (for Evening camp, Overnight camp), the centre will be closed. Applicant may request for refund of their camp fees or change of booking to another date(s) within 14 days. Otherwise, request will not be entertained.

For all scout unit, please refer to Administration Branch Notice no. 04/2018 “Contingency Measures in Cases of Inclement Weather and Air Pollution” on 1<sup>st</sup> Jan, 2018

#### 6. Others

- 6.1 The centre will be closed during Chinese Lunar New Year Holidays.
- 6.2 Centre-in-charge reserves the right to reject any application(s) without the need to give any explanations.