

Shatin Scout Centre Application Guidance

1. Booking

- 1.1 Please return the completed application form and together with the relevant information 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.
- 1.2 Only application on behalf of organization will be accepted. Individual booking or on-the-spot booking will not be entertained.
- 1.3 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paid within 14 days after the confirmation of the camping date; otherwise, bookings will be considered as automatically withdrawn, but the applicant or the representative is still liable for the payment in arrears.

A) For the Staging of International Events

Within 18 months of the date of use of the facilities, applicants must refer to the above 1.1 procedure. Booking of facilities within the immediate 2 weeks of the intended date of use will not be entertained. Applications will be processed on a first-come-first-served basis. Applicants will be informed of their application results 12 months before the date of use of the facilities.

B) For the Designated Outside Bodies

Designated Outside Bodies includes the below 5 categories;

- 1) any school as defined in s.3(1) of the Education Ordinance (Cap. 279); any regulations made thereunder and any amending legislation;
- 2) any non-governmental organization that is receiving recurrent subvention from the Social Welfare Department;
- 3) any “national sports association” which is affiliated to its respective International Federation and is a member of the Sports Federation & Olympic Committee of Hong Kong, China;
- 4) any uniformed group and youth organization that is receiving recurrent subvention from the Home Affairs Bureau; and
- 5) any Government department.

Within 12 months of the date of use of the facilities, applicants must refer to the above 1.1 procedure. Booking of facilities within the immediate 2 weeks of the intended date of use will not be entertained. Applications will be processed on a first-come-first-served basis. Applicants will be informed of their application results 5 months before the date of use of the facilities. Time slot for outside bodies booking will be released to the public if no outside bodies application has been received.

C) For the Others

Within 12 months of the date of use of the facilities, applicants must refer to the above 1.1 procedure. Booking of facilities within the immediate 2 weeks of the intended date of use will not be entertained. Applications will be processed on a first-come-first-served basis. Applicants will be informed of their application results 4 months before the date of use of the facilities.

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 SHATIN 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 Camping	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 2 weeks before camping date, and it may cost extra charges.

4. Capacity

Type of camp	Shatin Scout Centre	
	Minimum group size	Maximum capacity
Day Camp/ Evening Camp	20	50
Tent Camping	20	50

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. 02/2014 “Contingency Measures in Cases of Inclement Weather and Air Pollution” on 15th Feb, 2014

6. Others

6.1 **Camp staff will only assist to settle the check-in and check-out procedure, and will not stay overnight or stay in the centre during the whole camp date.**

6.2 Successful applicant should use the centre within the scheduled time. For the case of early check-in or late check-out, applicant should inform the office in advance and the difference in the incurred camp charges should be paid on site.

6.3 The centre will be closed during Chinese Lunar New Year Holidays.

6.4 Centre-in-charge reserves the right to reject any application(s) without the need to give any explanations.