

Tung Tsz 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. New Territories by Post or 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 Number of Campbeds of Non-scout unit's application should be same as the number of meal order. Otherwise, centre may not consider the said application.
- 1.5 Successful applicant should receive a debit note and a confirmation letter. Reply slip to 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paid within 14 days after the confirmation of the camping date; otherwise, bookings will be considered as automatically withdrawn, but the applicant or the representative is still liable for the payment in arrears.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 TUNG TSZ 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/ Residential Camp	3:00 pm (Arrival)	1:00 pm (departure)

4. Capacity

Type of camp	Tung Tsz Scout Centre	
	Minimum group size	Maximum capacity
Day Camp/ Evening Camp	20	500
Residential Camp	20	136
Tent Camp	20	175

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 1st Jan, 2018

6.Others

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

Tung Tsz Scout Centre

Introduction

Tung Tsz Scout Centre is located at No.100 Tung Tsz, Ting Kok Road, Tai Po. It is set in a quiet and natural environment with a beautiful landscape, plenty of trees and shrubs and an abundance of clean and fresh air. It is an ideal place for public to organize training workshop, recreational camp, educational camp and school picnic.

Facilities

Facilities	Quantity	Capacity	Remarks
Hostel	2	136	Each room is furnished with air-conditioner.
Campsite	7	175	Tents & basic utensils are available for borrow and rent.
Hall	1	120	With a stage, whiteboards, tables and chairs. Projectors, visualizers, and audio-visual equipment are available for rent.
Lecture Room	2	100	With whiteboards, tables and chairs. Projectors and audio-visual equipment are available for rent.
Activity Room	2	80	
Canteen	1	200	Available for use during non-meal hours
Swimming Pool	1	60	Closed for maintenance

Note: Barbecue stoves, campfire circle, multi-purpose playground and recreation equipment are available for use freely.

Recreational Programmes

* Lead by authorized person

Activities	Max. No. of Participants	Time	Fee
* Handy craft: leather engraving	20 persons	1000 – 1200 & 1400 – 1700	\$100 / hour
* Handy craft: shrink art	20 persons		
* Handy craft: soap making	20 persons		
* Handy craft: colorful salt	20 persons		
* Button Making	20 persons		
* Archery	20 persons		
* Climbing wall	10 persons		
Water Bomb	20 persons	1000-1200 & 1400-1600	\$200 / 2 hours
* Backwoods cooking	20 persons		
* Pioneering-Ballista	20 persons	0930 – 1700	\$3 / hour / head (Free for scout members)
Swimming Pool	60 persons	0900 – 2200	Free of charge
Orienteering	60 persons		

Note: Pioneering equipment and Adventure Kits are available for borrowing with lower cost.

Catering

Canteen could provide meals including ordinary meals, barbecue packs, field-cooking materials and desserts for campers.

Enquiry

Tel : 2665 8082

Fax : 2666 6191

Email : ttz@scout.org.hk

Address : No. 100, Tung Tsz, Ting Kok Road, Tai Po, New Territories. Hong Kong

Website : www.scout.org.hk

Scout Association of Hong Kong
Tung Tsz Scout Centre
Rules and Regulations of the Centre

1. Check in

1.1 Campers must check in and check out at the centre in accordance with the following time schedule:

Day Camp	10:00	to	16:30
Evening Camp	14:30	to	21:00
Overnight Camp	Check-in day 15:00	to	Check-out day 13:00

1.2 Office hour :

Day Camp	09:00	to	17:00
Evening Camp	14:00	to	22:00
Overnight Camp	08:00	to	23:00

1.3 Applicant should ask the approval from Camp Manager for any changes of check in and check out time, and pay for the additional charge.

1.4 Meal time :

Breakfast	08:00 – 08:45	Lunch	12:00 – 12:45	Dinner	18:00 – 18:45
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2. During the camp period :

- 2.1 No change of rooms / campsites is allowed without the Camp Manager's approval. Male and female campers must sleep in separate rooms.
- 2.2 Campers are not permitted to invite any visitors to the centre without the Camp Manager's approval.
- 2.3 Self-packed food / drink are not allowed be used inside the camp.
- 2.4 No entry into kitchen, staff rest room and store room.
- 2.5 Smoking and firing are prohibited in all indoor areas. Any type of smoke producer including mosquito coil incense are not allowed be used inside the dormitory.
- 2.6 For safety, children aged lower than six should sleep on the lower bunk bed.
- 2.7 Campers should keep the camp in silence environment, all type of sound emitter, including radio, loud hailer, speaker, etc. are only allowed be used under the condition with no disturbing other campers.
- 2.8 Campers should keep the camp clean, and not break or destroy any facilities and plants inside the camp.

Time for providing hostel air-cond. and bathroom hot water			
Group hostel :	Every night 20:00	to	next day 08:00
Family hostel:	Check-in day 15:00	to	Check-out day 13:00

3. Before Check out :

- 3.1 Group IC must report the office 1 hour before check out time so that the centre staff can carry out inspection of all used facilities, hostel, and finish the check out procedure.
- 3.2 Campers have to clean up the venues and used facilities including furniture, littering, etc.
- 3.3 Return all the keys and facilities borrowed from the office.
- 3.4 Residential Campers (shing shun hall) should put the used pillow case, quilt cover and bed sheet on to the designated point at pantry.
- 3.5 If your group would like to leave by minibus route 20B, for the convenience of other passengers and shorter the waiting time, we suggest you call the minibus terminus at 26539122 to arrange extra minibus to pick up campers.

4. Other business :

- 4.1 The Centre gate, hall, and canteen will be opened at 08:00, and closed at 23:00.
- 4.2 Camp light will be opened at 18:00 and closed at 23:00.
- 4.3 All the activities should be finished before 23:00, and keep silence after then.
- 4.4 Parking inside the camp should notify camp office in advance.
- 4.5 Campers are responsible to take care their personal belongings; there is no any responsibility of the centre if any thing lost.
- 4.6 Please make the venues and facilities in origin position after used.
- 4.7 Flag and poster are only allowed be raised in designated area.
- 4.8 Field cooking and firing are only allowed in designated area.
- 4.9 Scout group campers should wear uniform, either full uniform or activity uniform when entering the camp.
- 4.10 No gambling or illegal activity is allowed.
- 4.11 Leisure activity kits will be lent to campers via group IC during the check-in time.

5. Emergency matter

In case of emergency, campers or group IC should report to the office instantly, so that the treatment or arrangement will be arranged at the first time.

Office tel. no.: 2665 8082
Night duty staff cell phone no.: 6175 9775

Thank you for your cooperation with this rule.

Centre reserves the right to make any change on the rule without further notice, campers are also responsible to comply this.

Violation of any of the above rule will be ordered to leave the camp without any refund, and the centre reserves the right to take any legal action.