

Instruction manual for application of camp and meal service

Instruction for application of camp service :

1. We accept 6-month in advance reservation for Overnight Camp and 1-month in advance for Day/Evening Camp. Reservations can be made by phone or email.
2. Overnight camp check in time is 16:00, and check out time is 12:00. Day camp starts from 0900 to 1700, Evening camp starts from 14:00 to 22:00.
3. Applicant should be age 18 or above and available throughout the camp period.
4. Agency/Organization Chop is required for group reservation.
5. Please complete and return the application form within 3 days after making reservation. Application form is available to download from our web site. (<http://highrock.stewards/org.hk>). "Camp and Meal Booking Payment Slip" stating Payment Date and Payment Amount will be sent by mail, fax or email upon application form was received. Payment for camp service application should be settled within 14 days after making reservation.
6. Payments are non-refundable and non-transferrable once the payment is made unless the influences by typhoon signal.
7. If the reservation is less than one month, then a completed application form together with full payment of camp fee should be made within 7 days upon confirmation of vacancies. Late payment is not accepted.
8. Payment can be made by cheque payable to "High Rock Christian Centre" stating the name of organization/group, as well as the date/period of booking and mail to Stewards High Rock Centre, 102 Sha Tin Tau Village, Shatin, New Territories, Hong Kong. High Rock Centre reserves the right of final decision in the event of any dispute.
9. The minimum charge for booking Day/Evening camp is 16 persons. We count for 16 persons when the number of booking person is less than 16. Both booking of Day /Evening camp must be requested together with the booking of any Activity Room(s), The Hollingsworth Memorial Hall or Sitting Room(s).
10. Request for more than one activity room can be applied one week before check-in and would be considered depending on campsite utility rate as well as number of requests.
11. All applications are on first-come, first-served basis, High Rock Centre reserves the right of final decision in the event of any dispute.
12. All Activity rooms can be booked from 08:00 to 22:00. Minimum booking period is one hour and can be charged by every half hour thereafter. Any overtime of more than 15 minutes and 30 minutes will be charged as 30 minutes rental and 1 hour rental respectively.
13. First priority is given to applicant with a group of 16 persons or above. All applications are based on first-come, first-served principle. High Rock Centre reserves the right of final decision in the event of any dispute.
14. 20 minutes pre-visit is welcome under prior application within 09:00 to 17:00 between Monday to Friday (excluding public holiday).
15. Personal care items will not be provided at camp site, please arrange to bring to camp site.
16. High Rock Centre reserves the right of final decision in the event of any dispute.

Instruction for application of meal service :

1. A minimum order of 8 persons is required. Meal time is served for 45 minutes for each session, please be punctual: set Meal schedule is arranged as follow: Breakfast(08:15) / Lunch & Chi. Dessert(12:30) / Dinner & Chi. Dessert (18:00).
2. Payment for meal service should be made separately from camp service. The payment for meal service must be settled at least one month before the camp date. Late payment will be treated as cancellation. Payments are non-refundable and non-transferrable. Cheque should be made payable to "High Rock Christian Centre", stating "payment for meal service", name of applicant and period of booking at the back, mailed to Stewards High Rock Centre, 102 Sha Tin Tau Village, Shatin, New Territories, Hong Kong.
3. Additional request should be made in writing 14 days before check-in with full payment.
4. 30% administration charge is required for request of change of meal booking less than 14 days prior to check-in date.
5. The campsite reserves the final decision over any meal service.