



Stewards High Rock Centre Camp & Activity Room Application Form

Tel: 852-2691-1483 Fax:852-2697-2169 Email:shrc@stewards.hk

Category(can more than one): Stewards' unit Church/School/NGO Private **Nature of camp :** _____

Campers' Category: Kindergarten Primary Secondary Tertiary Student or above Working Parent & Child Couple Others : _____

Name of Group /Applicant: _____

Name of Group Leader: _____ **Mr/Mrs/Miss (must be 18 years old or above)**

Tel: (Office) _____ **(Mobile)** _____ **(Home)** _____

Fax : _____ **Email :** _____

Correspondence Address : _____

Overnight Camp (check in 1600 , check out 1200)				Day Camp(0900-1700) / Evening Camp(1400-2200)	
Check in date	Check out date	No. of night(s)	No. of campers:	Date	<input type="checkbox"/> Day camp _____ person(s)
		Night(s)	M: F:	Date	<input type="checkbox"/> Evening camp _____ person(s)

Proposed arrival & departure time: (In) _____ **(out)** _____

Accommodates of room	Room Type	Price (HKD)	Room Availability (Please circle room needed)	Night	Amount (HKD)
1-2 persons	bunk-bed	\$330	× 1 room	×	\$
2 persons	single bed	\$380	× 1 2 3 room(s)	×	\$
1-2 persons	double bed	\$380	× 1 2 room(s)	×	\$
3 persons	single bed	\$585	× 1 room	×	\$
4 persons	bunk-bed(no bathroom)	\$620	× 1 room	×	\$
4 persons	single bed	\$760	× 1 room(s)	×	\$
5 persons	bunk-beds	\$800	× 1 2 room(s)	×	\$
5 persons	single beds	\$950	× 1 room	×	\$
6 persons	bunk-beds	\$970	× 1 2 3 room(s)	×	\$
8 persons	bunk-beds	\$1280	× 1 2 room(s)	×	\$
8 persons	sleeping mates	\$1280	× 1 room	×	\$
10 persons	bunk-beds	\$1600	× 1 room	×	\$
Day Camp(16 persons or above)		\$30	× Persons		\$
Evening Camp(16 persons or above)			× Persons		\$
Total Amount :					\$

1. Overnight camps can be booked 6 months in advance and day/evening camps can be booked 1 month in advance.
2. This form is for overseas camper/group only, all campers should present valid travel document (such as passport). Group Leader/applicant should be age 18 or above and available throughout the camp period. Roommates must be the same gender, kid who is 2 years old or above should be counted as camper. When there is room relocation during the camp period, please check out at 12:00 or before, and check in for new room at 16:00 or after.
3. Preliminary reservation can be made after initial availability of vacancies is confirmed. Application form should be completed and received by campsite within 3 days upon initial confirmation, otherwise the preliminary reservation will be cancelled. Full payment of camp fee should be settled within 14 days upon reservation is confirmed. There is no refund once the payment is made unless the influences by typhoon signal.
4. 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).
5. 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.
6. Payment can be made by cheque payable to "High 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.



**Stewards High Rock Centre
Camp & Activity Room Application Form**

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Information for Activity Rooms and Facilities:

Activity Room	Area	Accommodates	Facilities	Rates
(H) Hollingsworth Memorial Hall	740 sq feet	35-80 persons	Chairs, 2 cable microphones, Electronic organ, Music Stand, Desktop computer, White board and white board markers	HK\$140/hr
(A2) Activity Room 2	370 sq feet	17-34 persons		HK\$100/hr
(A3) Activity Room 3			250 sq feet	below 16 persons
(S1) Sitting Room 1	880 sq feet	30-80 persons		
(S2) Sitting Room 2				
Facilities				
(L) LCD projector				HK\$95/hr

Application for Activity Rooms and Facilities:

Date	/		/		/		/	
Activity room and Rent Period	Room	Time	Room	Time	Room	Time	Room	Time
	()	-	()	-	()	-	()	-
	()	-	()	-	()	-	()	-
Total hours	Hours		Hours		Hours		Hours	
Daily charge	\$		\$		\$		\$	
Date	/		/		/		/	
Facilities and Rent Period	Room	Time	Room	Time	Room	Time	Room	Time
	()	-	()	-	()	-	()	-
	()	-	()	-	()	-	()	-
Total hours	Hours		Hours		Hours		Hours	
Daily charge	\$		\$		\$		\$	
Total Amount : \$_____								

- 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.
- All applications are on first-come, first-served basis, High Rock Centre reserves the right of final decision in the event of any dispute.
- 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. Campers should stop the activity in activity rooms at 22:00, and then return the goods which borrowed from campsite to office or security staff at or before 22:00.
- 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.

I/We certify the accuracy and reliability of the information provided above, and should comply with the camp regulations and instruction. High Rock Centre accepts no liability for any accident arising from the event of contravention of the camp regulations and other misbehavior or unlawful activities.

I/We have read and comply with the Camp regulation and Instruction manual for application of camp and meal service.

Signature of Applicant : _____ (Applicant must be 18 years old or above)

Date of Application : _____ Position of Applicant: _____

Agency Chop (reg. agency/organization)

Stewards High Rock Centre

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.



Stewards High Rock Centre Campsite Regulation (Completed version)

1. Campers should comply with "Campsite Regulation" and "Instruction manual for application of camp and meal service".
2. Campers should come to office to handle check in procedure first, the check in time for room is 16:00, and the check out time is 12:00.
3. Campers should be allocated a "High Rock Permit", a numerical permit is allocated to day/evening campers, but overnight campers will allocate a permit according to the room number that is reserved. Please bring along the permit for staff inspection if needed. \$10 will be charged if there is any lost or damage on the permit.
4. Do not put pillows and beddings on the floor (except the Japanese style room) or move to other rooms. It is suggested to use the cover sheet (blue color) in between the quilt for hygiene purpose.
5. A cloth bag with cover for mattress, pillow and cover sheet inside is put on the bed; please arrange to cover onto the mattress and pillow by yourselves.
6. Air-conditioning in guest rooms is served from 16:00 to 09:00 of next day. HK\$40 per hour is required for additional air-conditioning in guest room.
7. Hot water in both guest rooms and public bathrooms are served from 07:00 - 09:00 and 16:00 - 23:00.
8. No exchange of guest rooms or activity room is allowed without prior permission.
9. Campers should stop the activity in activity rooms at 22:00, and then return the goods which borrowed from campsite to office or security staff at or before 22:00.
10. Campers should stay in their guest rooms after 22:30 to avoid disturbance to others.
11. Roommates must be the same gender.
12. Please throw the rubbish into public large rubbish bin which is located at courtyard when the rubbish bin at guest room is overloaded.
13. Please take off all used mattress covers, pillow cases and cover sheet, and then throw into laundry trolley (located at courtyard with yellow color) on the check out date before 09:00, but return the cloth bag to office when you check out, if there is any lost or damage for the cloth bag, compensation fee of \$100 per piece must be charged.
14. Campers should return the guest room keys at 12:00 on the check-out date and can stay in the camp until 14:00. HK\$20 hourly surcharge per person will be charged for extended stay after 14:00.
15. No extra bed is provided in the guest rooms.
16. Additional number of camper will be asked to leave or charged.
17. Please return all guest room keys, "High Rock Permit" and borrowed items before check-out.
18. The facilities available in the activity room are included: Electronic Piano, LCD Projector Screen, Whiteboard, 2 wired mirco-phones, mic-stands and sound system. LCD projector and DVD player can be rented out at a cost upon request.
19. Guest can borrow whiteboard pens / eraser, VGA cable / remote control for LCD projector and DVD socket etc from office, and should return before check out of the activity room.
20. Compensation (administrative fee included) is required for any lost or damage of facilities in the activity room.
21. Do not allow for any adjustment on the sound system; please ask for staff help when necessary.
22. Please turn off all the power before leaving guest room and activity room.
23. Additional charge of 30% of camp fee is required if poor cleanliness are found in guest rooms and activity room upon check-out.
24. Outside foods are strictly prohibited to be brought into campsite.
25. Set Meal Schedule is arranged as follow, please be punctual:

Breakfast	08:15 - 09:00	Dinner	18:00 - 18:45
Lunch	12:30 - 13:15	BBQ	11:00 – 15:00 OR 17:00 - 21:00



香港神託會靈基營
Stewards High Rock Centre
Campsite Regulation (Completed version)

26. The bell is rung as a reminder when the meal is ready to serve at the canteen. Guest is required to sit according to the name of group.
27. Prior reservation is required for meal sets. Those who made no reservation will be asked to leave the canteen during meal times.
28. Chairs, tables, utensils and saucers, etc. are not allowed to remove from the canteen without prior approval.
29. Please clean the table and put all utensils and food leftover into the collection car afterward.
30. 24 hours water dispenser with both cold and hot water is located outside the canteen.
31. Washing tank is located outside the canteen. Detergent is provided.
32. Please notify office staff if there is any change on the BBQ time.
33. Please keep the camp environment tidy and clean. Picking and damaging of vegetation is strictly prohibited.
34. Compensation (administration fee inclusive) is required for any lost and damage of facilities.
35. The campsite will not accept liability for the loss of any personal belongings.
36. All left behind items will be retained for one month; the Camp will dispose all left behind items within one month of the date of claim.
37. Flag, label, sticker, poster and banner are not allowed to hoist in the camp without prior permission.
38. Connection and replacement of electric power without prior permission is strictly prohibited.
39. Please conserve water supply.
40. Smoking and Alcohol are strictly prohibited in the campsite.
41. No fire is allowed in both indoor and outdoor area.
42. Campers must dress properly in the camp. All campers and visitors are expected to conduct themselves properly so as not to cause any disturbance or inconvenience to others.
43. Campers are not allowed to enter the staff/private area.
44. Moving of furniture to outdoor is strictly prohibited.
45. Please call our emergency telephone number which displays outside our office when you need assistance after office hour.
46. Accidents and injuries will be the responsibility of the group concerned.
47. In the event of contravention of the above regulations and other misbehavior or unlawful activities, the Camp Manager may at any time terminate the camp programmes under which circumstances, all payments paid will not be refundable.
48. All illegal activities such as alcoholism, gambling, fighting and drug abuse are strictly prohibited. High Rock Centre reserves the right to suspend the camp and all payments paid are non-refundable and non-transferable.
49. High Rock Centre reserves the right of final decision in the event of any dispute.