

### 1. Basic Information

Name of Group/Applicant : \_\_\_\_\_ Contact no of applicant : \_\_\_\_\_  
 Group Type : Stewards' Unit(Unit Name: \_\_\_\_\_) Church/Schools/NGOs Private  
 Name of Group Leader : \_\_\_\_\_ Mr/Ms/Miss(Must be aged 18 or above)  
 Tel : (Office/Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ Fax : \_\_\_\_\_  
 Address : \_\_\_\_\_ Email : \_\_\_\_\_

### 2. Camp Information

Type : Overnight Camp Heritage Overnight Camp Day Camp Half Day Camp Afternoon Camp Evening Camp  
 Nature : Retreat Gospel Training Others : \_\_\_\_\_ (Must be filled) No. Of Campers : \_\_\_\_\_  
 Category : Pre-school Primary Secondary College or above Working Parent&Child Couple Others : \_\_\_\_\_  
**Camp Period : From YY MM DD(Time: ) Through YY MM DD(Time: )**

### 3. Camp Arrangement

Type	Room Type	No. of room	No.(Male)	No.(Female)	
Overnight Camp (70 beds)	Double bed for 2pers(2rooms)	Room			- Check in time for room is 16:00, and the check out time is 12:00.  - Roommates must be the same gender, except couple with marriage certificate for reference. kid who is 2 years old or above should be counter as camper.  -Heritage camp must be arranged to stay in The 2 <sup>nd</sup> grade historical building (Bathroom hot water and air-conditioning services are served from 16:00 to 12:00 of next day.)
	Bunk-bed for 4pers (1 room) *	Room			
	Bunk-bed for 5pers (2 rooms)	Room			
	Bunk-bed for 6pers(3 rooms)	Room			
	Bunk-bed for 8pers (2 rooms)	Room			
	Sleeping mates for 8 (1 room)	Room			
	Bunk-bed for 10pers (1 room)	Room			
Heritage overnight camp (20beds)	Bunk-bed for 2pers (1 room)	Room			- 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.  *No bathroom inside
	Single bed for 2pers (3 rooms)	Room			
	Single bed for 3pers (1 room)	Room			
	Single bed for 4pers (1 room)	Room			
	Single bed for 5pers(1 room)	Room			
Day Camp	Min. charge of 16pers	No.:		Pers	Starts from 09:00 to 16:00
Half Day Camp	Min. charge of 16pers	No.:		Pers	Starts from 09:00 to 12:00
Afternoon Camp	Min. charge of 16pers	No.:		Pers	Starts from 14:00 to 15:00
Evening Camp	Min. charge of 16pers	No.:		Pers	Starts from 14:00 to 21:00

- Overnight camps can be booked 6 months in advance and day/evening camps can be booked 1 month in advance.
- All campers should present valid travel document (such as passport). Group Leader/applicant should be aged 18 or above and available throughout the camp period.
- 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.
- 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.
- High Rock Centre reserves the right of final decision in the event of any dispute.

\*Please circle as appropriate

**4. Meal Arrangement**

Date	Breakfast	Lunch	Dinner	Chi.Dessert (Lunch/Dinner)*	Tea	BBQ
/	Pers	Pers	Pers	Pers	Pers	Pers
/	Pers	Pers	Pers	Pers	Pers	Pers
/	Pers	Pers	Pers	Pers	Pers	Pers
/	Pers	Pers	Pers	Pers	Pers	Pers

- 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.
- Outside foods are strictly prohibited to be brought into campsite. No self-cooling or fire is allowed within campsite.
- Please fill in separate BBQ form when you make the order.

**5. Activity Room and Facility Arrangement**

Date (Specific Period)	/	/	/	/	/
<input type="checkbox"/> Hall	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00
<input type="checkbox"/> Act. Room ( 2/3 )*	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00
<input type="checkbox"/> Sitting Room (1/2)*	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15
	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period
<input type="checkbox"/> Projector	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00	<input type="checkbox"/> 15:00 - 18:00
	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00	<input type="checkbox"/> 19:00 - 22:00
	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15	<input type="checkbox"/> 09:15 - 12:15
	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period	<input type="checkbox"/> Whole period
Date (Designated Period)	/	/	/	/	/
<input type="checkbox"/> Hall	-	-	-	-	-
<input type="checkbox"/> Act. Room ( 2/3 )*	-	-	-	-	-
<input type="checkbox"/> Sitting Room (1/2)*	-	-	-	-	-
<input type="checkbox"/> Outdoor Area	-	-	--	--	--
<input type="checkbox"/> Projector	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-

- First priority is given to applicant with a group of 16 persons or above. All applications are based on first-come, first-served principle.
- 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.
- Campers should stop the activity in any activity rooms at 22:00, and then return the goods which borrowed from campsite to office or security staff at or before 22:00.
- Activity Rooms can be reserved according to specific period or designated period. Minimum booking period is 1 hour for designated period. Any overtime of more than 15 minutes will be charged as 1 hour rental. Outdoor area can be reserved upon camp situation, please contact our staff for assistant before making reservation.
- 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 : \_\_\_\_\_

Position : \_\_\_\_\_ Date : \_\_\_\_\_

**Agency Chop (reg. agency/organization)**

**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 aged 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.
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. First priority is given to applicant with a group of 16 persons or above for reservation of activity rooms. All applications are on first-come, first-served basis, High Rock Centre reserves the right of final decision in the event of any dispute.
- f. All Activity rooms can be reserved according to specific period or designated period within 08:00-22:00. Minimum booking period is 1 hour for designated period. Any overtime of more than 15 minutes will be charged as 1 hour rental. Outdoor area can be reserved upon camp situation, please contact our staff for assistant before making reservation.
12. 20 minutes pre-visit is welcome under prior application within 09:00 to 17:00 between Monday to Friday (excluding public holiday).
13. Personal care items will not be provided at camp site, please arrange to bring to camp site.
14. 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. Set Meal schedule is arranged as follow: Breakfast(08:15) / Lunch(4 dishes with a bowl of soup) & Chi. Dessert(12:30) / Dinner (4 dishes with a bowl of soup) & Chi. Dessert (18:00) (Meal time is served for 45 minutes for each session, please be punctual)
2. The number of persons ordered for Chinese Dessert must be the same as the number of persons ordered for lunch or dinner.
3. Tableware will be provided based on the number of persons ordered. Additional meal charge is required when the actual number of persons is more than the requested meal service ordered.
4. Outside foods are strictly prohibited to be brought into campsite and canteen. Self-cooking is not allowed in the campsite.
5. 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.
6. Additional request should be made in writing 14 days before check-in with full payment.
7. 30% administration charge is required for request of change of meal booking less than 14 days prior to check-in date.
8. The campsite reserves the final decision over any meal service.

### **Camp Regulation :**

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 (Except for Heritage Camp). 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. (Except for Heritage Camp)
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. Campsite arrangement under typhoon and rainstorm warning signal: When typhoon no.3 or above / black rainstorm warning signal is hoisted, camp and meal service will be closed. Campers, who have not yet checked-in, can suspend or cancel the services. Campers, who have already checked-in, should stop all the activities and leave the campsite within 2 hours without failure. If Typhoon signal no.3 or Black Rainstorm Warning Signal is lowered before 12:00, camper who applied for overnight camp on that day and evening camp should check-in as scheduled. Campers who do not check-in are regarded as cancellation of camp. All payments are non-refundable and non-transferable. If Typhoon signal no.3 or Black Rainstorm Warning Signal is lowered before 07:00, camper who applied for day-camp should check-in as schedule. Campers who do not check-in are regarded as cancellation of camp. All payments are non-refundable and non-transferable. Camper should contact us for suspension arrangement within 1 week. Overnight camp period can be suspended within 6 months, non-overnight camp can be suspended within 1 month. Camper should apply for refund by written notice within 2 weeks,

campers who have not yet checked-in can refund room fee, activities room fee and projector fee in full amount, but 50% of meal fee can be refunded. Campers who have checked-in, do not refund for room fee, but only refund for activity room and projector fee that do not use up, and 50% of meal fee that does not use up can be refunded. (Please refer to “Campsite arrangement under typhoon and rainstorm warning signal” for more information)

25. Outside foods are strictly prohibited to be brought into campsite.

26. 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

27. 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.
28. Prior reservation is required for meal sets. Those who made no reservation will be asked to leave the canteen during meal times.
29. Chairs, tables, utensils and sauces, etc. are not allowed to remove from the canteen without prior approval.
30. Please clean the table and put all utensils and food leftover into the collection car afterward.
31. 24 hours water dispenser with both cold and hot water is located outside the canteen.
32. Washing tank is located outside the canteen. Detergent is provided.
33. Please notify office staff if there is any late start on the BBQ time but no extra time is allowed.
34. Please keep the camp environment tidy and clean. Picking and damaging of vegetation is strictly prohibited.
35. Compensation (administration fee inclusive) is require for any lost and damage of facilities.
36. The campsite will not accept liability for the loss of any personal belongings.
37. 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.
38. Flag, label, sticker, poster and banner are not allowed to hoist in the camp without prior permission.
39. Connection and replacement of electric power without prior permission is strictly prohibited.
40. Please conserve water supply.
41. Smoking and Alcohol are strictly prohibited in the campsite.
42. No fire is allowed in both indoor and outdoor area.
43. 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.
44. Campers are not allowed to enter the staff/private area.
45. Moving of furniture to outdoor is strictly prohibited.
46. Please call our emergency telephone number which displays outside our office when you need assistance after office hour.
47. Accidents and injuries will be the responsibility of the group concerned.
48. 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.
49. 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.
50. High Rock Centre reserves the right of final decision in the event of any dispute.