

**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. All fixtures and facilities should be returned to original status when permission is given by High Rock Centre for any relocation.
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.

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. If there is any inconsistency or ambiguity between the English version and the Chinese version, the Chinese version shall prevail.

51. High Rock Centre reserves the right of final decision in the event of any dispute.