



梁紹榮度假村  
Sydney Leong Holiday Lodge

➡➡ 訂營須知 ➡

# Camp Booking Information

## General Information

Location : No. 10 A, San Shek Wan, South Lantau, Hong Kong

Size : 10,800 m<sup>2</sup>

Capacity : Overnight Camp - 176-222 beds; Day Camp & Evening Camp - 200 pax (Max.) ; 10 pax (Min.)

Catering : Set lunch and dinner (4 or 5 courses with soup), BBQ Meal, Dessert, Lantau Cuisine, Packed Lunch, Meeting Packages are provided. Prior reservation is needed.

Medical Service : First-Aid room is available in the Lodge. Clinic service is provided in Mui Wo or North Lantau Hospital within 20 minutes ride.

Activities : Archery, Camp Orienteering, Rope Course, Rock Climbing, Abseiling, IPSC Shooting, Table-tennis, Chinese Billiard, Badminton, Basketball, Soccer and Volleyball.

### Accommodation

Room Type	No.	Amenities
8 people Room	19	4 double-deckers, washroom, hot water facilities, electric kettle, hair dryer and 2 rooms with accessible toilet.
4 people Room	4	4 single beds, washroom, hot water facilities, electric kettle, hair dryer, LCD TV, Mini - Hifi
2 people Room	4	2 single beds, washroom, hot water facilities, electric kettle, hair dryer, LCD TV, Mini - Hifi

★ Minimum Booking: 8 people room : 2 rooms OR 4 people room : 2 rooms OR 2 people room : 4 rooms

★ The hiring organization / leader could consider to book Full Camp for using our lodge exclusively. The package includes :

- All 8 people room, 4 people room, 2 people room
- Activities Room A, B, D, Hall & Indoor Equipment (Only available from 09:00-22:30)
- No Day & Evening Camp from other parties.

### Facilities

Name	Length	Width	Capacity	Equipments
Hall	15.3m	8.3m	180	Stage (1.5m x 8.14m), Projector with Screen, Microphones, Piano, Music Stand, White Board, Sound System & DVD Player
Activity Room D	14.1m	8.8m	180	Surrounded by full length slide glass door, Projector, Microphones, Music Stand, White Board, Sound System & DVD Player
Activity Room C	6.6m	3.14m	20	Television, Portable Sound System & Broadband
Activity Room B	8.3m	5.93m	30	Projector with Screen, Microphone, Whiteboard, Sound System & DVD Player
Activity Room A	6.64m	3.72m	20	Television & Portable Sound System

★ Other facilities includes Internet Café, Multi-purpose Court, Rooftop Garden, Outdoor Jogging Trail & Fitness Equipments, Religious Worship Area, Rope Course, Archery, Sport Climbing Wall & Happy Farm etc.

### Check In & Check Out Time

Types	Check In	Check Out
Over-night Camp	15:00 (First Day)	13:30 (Last Day)
Day Camp	10:00	16:00
Evening Camp	16:00	22:00

★ The hiring organization / leader is required to notify our booking office for any early arrival or late departures.

Day camp fee will be charged per person additionally in this case

### Date of Application

Camp Booking	Application time
A Group of 176 campers or above	within 12 months prior to camping period
80 campers or above	within 9 months prior to camping period
Less than 80 campers	within 4 months prior to camping period
Less than 20 campers	within 2 months prior to camping period
Day Camp/ Evening Camp	within 3 months prior to camping period

★ Besides special arrangements, early applications will not be accepted

★ As according to the above time schedule, the following group are entitled to 1 month prior booking privilege:

School, (b) Non-Governmental Organization, (c) National Sports Association (NSAs), (d) Youth & Uniformed Group

Indication: b. Organization that are receiving subvention from Social Welfare Department (NGOs)

c. Members of the Sports Federation & Olympic Committee of HK, China

d. Uniformed Group and youth organization that are receiving subvention from Home Affairs Bureau

# Application Procedures

## Step 1 : Registration Form

To book the Holiday Lodge, please download the Registration Form & Price List from our website. The completed Form could be sent by mail / fax / email.

### Apply as Registered Organization or Company Booking

The completed Registration Form must include the signature & company/organization chop. All the eligible outside bodies may be requested to submit proven certification if necessary.

### Apply as Individual Booking

Hong Kong citizen over 18 years old who attends the whole camping period is eligible for hiring the camp as a leader of a group. The team leader can complete the Registration Form and return it with a copy of the identity card to the Booking Office.

**Please book in advance if you would like to join our lodge activities. Please go to our website to download and complete the Camp Activities application form and email to us for reservation.**

## Step 2 : Catering, Venue Arrangement, Activities and Coach Rental

- a. The hiring organization/leader should complete the Catering, Facilities Application Form & Price List for Catering, Function Room and Venue arrangement and send to the Holiday Lodge 1 month prior to the camping period. These arrangements must be confirmed and paid 2 weeks prior to the camping period at the latest. Any overdue booking and submission will absolutely not be entertained by the Holiday Lodge.
- b. As the Lodge venue is limited, the lodge will cope with the venue booking according to the numbers of group booking on that day. The lodge may also reserve part of the venue for internal usage.
- c. The number of people dining must match the number initially booked by the group - The Lodge reserves the right to charge for additional numbers dining.
- d. To book the activities, group leader should attach the Camp Activities Application Form (Complete PART A ONLY) with the Registration Form.
- e. Since Holiday lodge is located in Lantau restricted area, shuttle bus supplies are limited. The hiring organization / leader should complete the Coach Booking Service & Price List for Coach Rental arrangement and send to the Holiday Lodge with payment 2 months prior to the camping period. Any overdue booking and submission will absolutely not be entertained by the Holiday Lodge.

## Step 3 : Payment Method

Once the application has been accepted, the hiring organization/leader has to pay the deposit or full payment at specific date according to the invoice :

### Booking more than 6 months prior to camping period:

50% deposit must be paid within 1 week of the issued invoice date. The deadline has also indicate on the invoice. The balance needs to be settled 3 months before camping period.

### Booking less than 3 months prior to camping period:

Full payment is required to be paid within 1 weeks of the issued invoice date. The deadline has also indicate on the invoice.

- ★ Failure of payment will result in the cancellation of the application. The person in-charge should also inform the lodge as soon as possible if the group would like to cancel the booking.
- ★ No refund even the actual no of camper reduced. All the deposit and payment cannot be refunded or transferred to other payments or reschedule.
- ★ If the number of campers is increased, the hiring organization / leader must inform the Holiday Lodge and pay for the extra camper in advance. Otherwise, the lodge reserves all the right to prohibit the additional camper to enter the lodge.
- ★ Payment Method: Cash, Cheque or Bank Transfer. Please refer to invoice for more payment details. Original payment slip must be sent to us by mail or in-hand. Holiday lodge accepts Government Purchase Card (P Card), with an additional 2.75% processing fee applied to the total amount.

## Camp Visitors

- a. To conduct a pre-camp visit, visitor should not stay in the Holiday Lodge for more than 3 hours. Appointment should be made to the Holiday Lodge at least one week before the visit. Day camp fee will be charged to the second time pre-camp visit.
- b. Visitors could not be more than 10 persons otherwise will be charged day camp fees.
- c. The Holiday Lodge will not provide meals and activities to any pre-camp visitor.

## Important Notes

- a. For groups that wish to arrange their own activities, the Lodge must be notified via a completed and faxed activities form 3 weeks prior to camping period.
- b. All groups are required to follow the Lodge's regulations. The Lodge reserves the right to terminate services to groups that breach regulations. Fees paid are non-refundable. Please refer to Camp Notice & Rules for more details information.
- c. For overnight campers, the checkout procedure should be done before 12nn. All rental equipment must be returned and outstanding fees should be paid.
- d. All signage items, such as stickers, posters, banners, etc must be approved by the Lodge before use at any venues.
- e. Permission must be granted by the Lodge for any media photography or reporting of the Lodge. A written application must be sent to the Lodge 2 weeks before the intended visit.
- f. Audio equipment (such as speakers or sound systems) is not allowed within the Lodge areas. Also, please keep voices down during activities as to not disturb other lodge patrons and nearby houses.
- g. Units under YWCA and schools that apply for outdoor education camp will be given first priority for bookings. The school must call the lodge to check the lodge schedule, then complete and fax the application form to apply for the outdoor education camp booking. The minimum required number of campers to be considered for all outdoor education camp is 40.
- h. The Lodge reserves the right to terminate services without reason.
- i. For those that cannot visit the Lodge due to bad weather, please refer to [http://cmp.ywca.org.hk/pdf/eng/Eng\\_weather.pdf](http://cmp.ywca.org.hk/pdf/eng/Eng_weather.pdf)

## Transportation Methods

### By Lantau Bus

Take Lantau Bus 3M in Tung Chung, journey time is aprox. 20 minutes, stop at HKYWCA Sydney Leong Holiday Lodge main entrance. Take Lantau Bus 11 & Bus 23, stop at roundabout between Lantau South road and Tung Chung road, then takes 2 minutes walking distance to the lodge.

### By Ferry

Take fast ferry from Central to Mui Wo at Pier No.6, journey time is approx. 30 minutes. Then, take Lantau Bus 1, 4 or 3M at Mui Wo Ferry Pier, journey time is approx. 15 minutes, stop at HKYWCA Sydney Leong Holiday Lodge main entrance. Sectional Fare only applies at Bus no.1 & no.4.

### Coach Rental

Booked by the Campers

#### From HK/NT/Kowloon to Holiday Lodge:

Transportation can be arranged by the hiring organization. Person in-charge have to apply for "Lantau Closed Road Permit" and "Tung Chung Road Prohibited Zone Permit" at Transportation Department. For details, please visit [http://www.td.gov.hk/public\\_forms/td\\_forms/permit/index.htm](http://www.td.gov.hk/public_forms/td_forms/permit/index.htm). In this regard, the Holiday Lodge is not obligated to any failure application.

#### From HK/NT/Kowloon to Tung Chung:

Person in-charge could arrange transportation from HK/NT/Kowloon to Tung Chung and change bus from Tung Chung to Holiday Lodge by Lantau Bus. Holiday Lodge could book the Lantau Bus and the hiring organization is required to apply 1 month prior to the camping period.

### Coach Rental

Booked by the Lodge

The hiring organization / leader should complete the "Coach Booking Service Form & Price List" for Coach Rental arrangement and send to the Holiday Lodge 1 month prior to the camping period. The coach company will charge additional cost for late arrival.