

### **Booking Instructions**

- i. The Hong Kong Girl Guides Association's activities / program may apply for the use of venues 12 months in advance.
- ii. Members may apply for the use of venues 9 months in advance and enjoy Members discount.
- iii. Outside Bodies include Uniformed Groups in Hong Kong\*, Schools, Non-Governmental Organisations, National Sports Associations, Youth Organisations and Government Departments may apply for the use of venues 6 months in advance for all timeslot.  
\*Including Association of Hong Kong Flag-Guards, Hong Kong Adventure Corps, Hong Kong Air Cadet Corps, Hong Kong Red Cross, Scout Association of Hong Kong, Hong Kong Sea Cadet Corps, Hong Kong St. John Ambulance, The Boys' Brigade, Hong Kong, The Girls' Brigade Hong Kong, Hong Kong Road Safety Patrol, Civil Aid Service Hong Kong, Junior Police Call and Auxiliary Medical Service
- iv. Non-members may apply for the use of venues 4 months in advance for all timeslot.
- v. National Sports Associations can apply for the use of venues 12 months in advance for national event.
- vi. NGO applicant should enclose a copy of Charitable Institutes and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.
- vii. All application will be processed on a first-come, first-serve basis.
- viii. The Association only accepts application on behalf of groups, organizations or companies. Individual applications will not be entertained. Non-member applicants must include group/organization/company stamp on the application form.
- ix. Applicants must be over 21 of age.
- x. Applicants must read the booking instructions, campsite pamphlets and user's regulations before making any applications.



- xi. We would allocate the activity rooms, hall or outdoor venues for users (Pok Hong Camp Site provides outdoor venues only). Venues would be allocated according to the size of groups. Priority would be given to training courses or activities held by the Association.
- xii. No parking spaces are provided at the Headquarter and all campsites.
- xiii. All payments are non-refundable and cannot be delayed except for extreme weather conditions (Please refer to the User's Regulation for details).
- xiv. All refund and delays requests should be made in writing to Recreation and Properties Officer within 30 days after the booking. The Hong Kong Girl Guides Association reserves the right of the final decision in case of any disputes
- xv. The Advance Booking period for different organization are shown as below :

The Hong Kong Girl Guides Association's activities / program	12 months in advance
Members	9 months in advance
Outside Bodies include Uniformed Groups in Hong Kong, Schools, Non-Governmental Organisations, National Sports Associations, Youth Organisations and Government Departments	6 months in advance
Non-members	4 months in advance