



香港女童軍總會
THE HONG KONG GIRL GUIDES ASSOCIATION

No 8 Gascoigne Road, Kowloon

Main Switch:(852) 2332 5523 Direct Line:(852) 2359 6850 Fax:(852) 2771 1103

Web Site: <http://www.hkgsa.org.hk> E-mail: booking@hkgsa.org.hk

Pok Hong Camp Site – Camping Equipment Hiring Form
(For Girl Guides' Unit Day Camp/Evening Camp/Out of the Camp)

Purpose of Booking:			Unit No:		
Name of Applicant:			Tel No:(Mobile)		(Office)
Name of Borrower:	Date:	Time:	Name for Return:		Date: Time:
Signature of Applicant:			Date:		

A (Camping Equipment being used inside the Camp)									
Item	\$ Price	Qty	\$ Sub T	Item	\$ Price	Qty	\$ Sub T		
1. 6-person A Tent(hammer & Ground S) or 8-person A Tent(hammer & Ground S) (# Please circle the appropriate item)	10			14. Wood Chopper	1				
2. 4-person Dome T(hammer & Ground S)	10			15. Iron Hammer	1				
3. Store Tent	10			16. Camping Gas Stove (<i>Gas not provided</i>)	10				
4. Toilet Tent	10			17. Twin-ring Gas Stove with Gas	20				
5. Chemical Toilet	10			18. 6/8-person Cookset	10				
6. Fly Sheet	10			19. Kitchen Area Equipment Set: Tray (2) Pot w/Lid (2), Water Drum, Kettle, Pot, Pan, Chinese Wok w/Cover & Wok-chan	10				
7. Bamboo 2-feet (20-piece/bundle)	5/b								
8. Bamboo 3-feet (20-piece/bundle)	5/b								
9. Bamboo 4-feet (20-piece/bundle)	5/b								
10. Bamboo 5-feet (20-piece/bundle)	5/b			20. Basin & Colander Set: Tin Opener, Chop Board, Chopper, Knife, Pot, Pan, Big Spoon, Rice Ladle, Soup Ladle, Plate (big and small / 3 pieces Each)	10				
11. Scout Rod (Total 30 pieces)	1/p								
12. 8 feet Bamboo (Total 8 pieces)	1/p			21. Rice Cooker (8-10 person)	10				
13. First Aid Set:First-aid Box/Folding Bed Flask/Blanket/A Tent without Bottom	30								
								Grand Total \$	

* Minimum Charge \$40.00

B (Camping Equipment being used outside the Camp)									
Item	\$ Price	Qty	\$ Sub T	Item	\$ Price	Qty	\$ Sub T		
1. 8-person A Tent (hammer & Ground S)	20			4. Bamboo 2-feet (20-piece/bundle)	5/b				
2. 4-person Dome T (hammer & Ground S)	20			5. Bamboo 3-feet (20-piece/bundle)	5/b				
3. Icelandic Tent	50			6. Bamboo 4-feet (20-piece/bundle)	5/b				
				7. Bamboo 5-feet (20-piece/bundle)	5/b				
								Grand Total \$	

* Minimum Charge \$40.00

Regulations

- The Association is not responsible to any injuries or damages associated with the use of the camping equipment. Users should know the correct way for using the camping equipment and pay cautious on safety.
- The camping equipment should be returned to the Site regarding the captioned date.
 - The camping equipment should be returned to the Site within 14 days from the date of borrowing. It will be charged \$10/day for any delays. The Caretaker will issue the receipt upon receiving the penalty accordingly.
- User who is responsible for borrowing or returning the camping equipment should inspect the condition and quantity of them. Compensation will be claimed for any damages or losses so he/she is requested to complete the Damaged and Lost Items Record if necessary. Please return the clean and tidy camping equipment and stay at camp until caretakers finish checking.
- The camping equipment will be dispatched and fetched at Site.
- The applicant is responsible for the users to comply with the above regulations
- The Association reserves the right for providing the camping equipment and amending the above regulations.

Notice on Personal Data Policy The personal data provided will be used for the relevant activity. The HKGGA can provide the personal data to anybody for the purpose of the operation of the activity or any other purposes that need the data.

OFFICE USE ONLY

Application No		Date for fax this form to Site		Date of Receiving the Equipment		Signature of Caretaker	
Invoice No	Date of Payment	Amount (\$)	Receipt No	Signature	Cost Centre		
				Signature for Approval of Internal Charge			
Remarks		Refund					