

The Hong Kong Buddhist Association Chan Ma Mee York Memorial Camp Application Procedure

Application	Procedure
1. Inquiry Camp period	Telephone enquiry for camp date availability. (Application by phone is not accepted.)
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2. Complete the application forms	Download the application forms at www.hkbuddhist.org/camp (1) Booking Procedure and Rules (2) Camp Fee (3) Application Form (4) Low Event Adventure Activities Booking Form
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3. Submit Application	Mail, fax or email the application form and a copy of the registration documents to the camp office. (Valid Identity Documents/Society Registration Certificate/Business Registration Certificate/Certificate of Registration of a school)
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	Staff will contact the applicants to verify application details upon receipt of the application forms.
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	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Documents have been received</div> <div style="font-size: 2em;">←</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Applications not accompanied with complete information, notify to submit all required documents.*¹</div> </div>
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4. Documents to be processed by the camp staff	Application will be processed on Thursdays.* ² Application results will be released on the next working day.
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5. Notification of application results	Applicants will be notified of their application results.
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6. Booking Confirmation & Deposit	Camp staff will send out a booking confirmation notice and successful applicants are required a signed acceptance form together a non - refundable 50% deposit before the stated deadline; otherwise, bookings will be considered as automatically withdrawn.
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7. Camp fee Settlement	Applicants should settle camp fee 14 days prior to their arrival.
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8. Completion of the whole procedure	Complete the whole procedure, send out the Camp Notice

*1: Application will be processed on Thursdays. If the processing day falls on a public holiday, the date will be postponed to the next working day. Applicants who have been notified and yet do not submit all required documents before 12pm of the nearest processing day would be required to submit by the next processing day. Otherwise, the application will be considered default.

*2: Deadline for Submission: by 12pm on or before the processing day.

*3: Credit to Bank of Communications (acc. no.: 382-553-02033868), or Crossed Cheque: Please make cheque payable to "The Hong Kong Buddhist Association". Address: 1/F, 338 Lockhart Road, Wanchai, HONG KONG.

The Hong Kong Buddhist Association Chan Ma Mee York Memorial Camp

Rules & Regulations

Camp Introduction

The Hong Kong Buddhist Association Chan Ma Mee York Memorial Camp, formerly named as HKBA Youth Camp, was established in 1979. The Camp is adjacent to MTR's Tung Chung Station, from Exit D of which is only ten-minute walk. Surrounded by trees and shrubs, the Camp offers fine views and fresh air. Inside the camp, guests can take full advantage of the recreational facilities, and choose from a wide range of interesting activities. The camp is an ideal place for seminars, trainings, adventures, family gathering, barbeques and picnics. Activities can be organised for schools, organisations and community groups as well.

Facilities

The Camp covers around 50,000 sq. ft. Camp facilities include Assembly hall, Activity room, Recreation room, Reading room, Fitness room, Basketball court, Volleyball court, Outdoor meditation bench platform and Barbecue grounds, etc. In addition, various recreational and sports training programmes are carried out. The Camp provides facilities and services such as :

(1) Venue-hiring; (2) Day Camp, Evening Camp, Tent Camp ; and (3) a wide range of activities.

Booking Procedures

1. Applicants may inquire for camp date availability by phone before completing this application form, which can be downloaded at www.hkbuddhist.org/camp or obtained by fax.
2. Please complete the Registration Form, together with all application documents, and send it by fax(28360789) or email(camp@hkbuddhist.org) or mail to 「 Service Planning and Development Division, The Hong Kong Buddhist Association, 1/F, 338 Lockhart Road, Wanchai, HONG KONG (please mark "Camp-booking" on the envelope).
3. Camp staff will contact the applicants to verify application details upon receipt of the application forms. If applications not accompanied with complete information, camp staff will notify the applicants to submit all required documents. If the processing day falls on a public holiday, the date will be postponed to the next working day. Applicants who have been notified and yet do not submit all required documents before 12pm of the nearest processing day would be required submit by the next processing day. Otherwise, the application will be considered default.
4. All applications will be processed on Thursdays. Deadline for Submission: by 12pm on or before the processing day.
5. Notice of Payment will be issued to successful applicant. All application documents and camp fees should be settled 14 days prior to the camping date by making cheque payable to "The Hong Kong Buddhist Association" and send the cheque by mail to the following address: Service Planning and Development Division, The Hong Kong Buddhist Association, 1/F, 338 Lockhart Road, Wanchai, HONG KONG. (please mark "Camp-booking" on the envelope), The Camp office will issue a payment receipt to the applicant who has duly fulfilled all of its payment obligations.

6. Application Date for organisations or individual groups

The Camp accepts Camp-booking and Camp-Period applications from organisations or individual groups (10 persons or above) three months before the camp date; if applicants failed to deliver all the booking documents and settle the relevant charges 14 days before the event date, the camp office will consider the application subject to the availability. The Camp does not accept any cancellation of venue-booking or Camp Period by words of mouth.

7. Priority Venue-Booking or Camp Period Booking Arrangements:

- I. Local schools are given priority in making advance bookings from 1 June every year for camping in the next academic year. All application documents and camp fees should be settled 21 days prior to the camping date;
- II. Outside Bodies are accorded with priority for booking of HKBA's above camp on the lot six months in advance. Outside Bodies in the present context refer to national sports associations (NSAs), non-governmental organisations (NGOs), and youth & uniformed groups. All application documents and camp fees should be settled 21 days prior to the camping date;
- III. International sports competitions & events are eligible to apply for venue-booking or Camp period 18 months before the event. The application results will be released within 28 working days after all the required documents duly collected and submitted.

Required documents for Booking

1. Applicant's Signature & Organisation Chop is required on the Registration Form; Applicants should be at least 18 years of age and holders of valid Hong Kong Identity documents;
2. Non-local residents refer to the holders of valid identity documents issued by authorities other than the Hong Kong Special Administration Region;
3. For organisations, applications should include copies of Certificates, such as Business Registration Certificate, a copy of approval from Inland Revenue Department certifying that your organisation and beneficiary is / are an approved charitable institution and trust of a public character registered under Section 88 of the Inland Revenue Ordinance, and Society Registration Certificate or Certificate of Registration of a Society;
4. Schools or educational institutions must submit the Certificate of Registration of a school issued by the Education Bureau; or Certificate of Registration of a Course issued by the Non-local Courses Registry;
5. International sports competitions & events must be recognised by the Sports Commission. Supporting documents must be presented by applicants;
6. The camp staff will verify the applicant's necessary documents upon check-in.

Check-in period

1. Camp period inquiry and reservation:

Monday to Friday	9:00am to 5:30pm (dining hours closed, from 12:30pm to 1:30pm)
Saturday	9:00am to 1:00pm
Sunday & Public holiday	closed

2. Dining Hours

Breakfast	8:30am to 9:30am	Lunch	12:30pm to 1:30pm	Dinner	6:30pm to 7:30pm
barbecue	9:00am to 10:00pm	hot pot	subject to the booking time & venue available		

Remarks:

- (1) Outside food and beverage are prohibited to the event venue, and the ordering amounts (minimum 10 sets) must be confirmed in advance at least two weeks before the event date.
 - (2) For consumption of outside food and beverage, applicant should ask for exemption to Camp Office.
3. Check-in/Check-out time

Groups	time
Day Camp	9:00 a.m. to 5:00 p.m.
Evening Camp	2:00 p.m. to 10:00 p.m.
Tent Camp	5:00 p.m. to 12:00 p.m.(the next day)

4. The Camp's main entrance will be closed from 10:00pm to next day of 9:00am.
5. The hot water is served between 4:00pm to 10:00pm.

Terms and Conditions of Venue Booking/Camp Booking/ using the facilities

1. Individual group application is available for a minimum of 10 persons.
2. Applicants for Venue-booking, Day Camp, Evening Camp may utilize outdoors venue, borrow recreation & leisure items, use Recreation room, Reading room and drinking equipment; Bathroom facilities are only for the use of Tent Camp applicants.
3. The Camp reserves the right to reject any unqualified application.
4. The applicants must settle all the Camp Charges before the camp date.
5. Successive hiring of the above venues will be charged on an hourly basis. Partial hours are considered full hours.
6. Alterations/cancellation of booking
 - A. For requesting changing of camp date, time or facilities, advance written notice must be submitted at least 1 month before the camp date, or it will not be attended to.
 - B. refund arrangements upon cancellation of venue-booking :

30 days or more	50% of total amount	less than 30 days	non-refundable
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 - C. In case of cancellation of camp-booking due to bad weather, (Please refer to "Adverse Weather Arrangement"), organisation representative should provide a written letter for refund requisition or alterations of booking date within 30 days starting from the alleged camp date. Otherwise, requisition will be considered automatically withdrawn and payment forfeited; and alterations of booking date must be set within three months after the original date.
 - D. Except the proportion of refund specified, the camp will not be liable for any loss caused by cancellation or alteration of booking.
7. Successful applicants are not allowed to sublet the property to third parties.

8. The applicants should ensure that their activities in the camp are as stated in the application form and comply with all legal requirements. Furthermore, the campers should hold recognised documents such as *Certificate of Registration of a Course* if required.
9. The applicants shall have adequate Third Party Insurance cover. The Camp Office will not be liable for any injuries to users including their staff, instructors and participants.
10. Applicants for Self-Management Activities should submit the activities procedures by fax to the Camp Office three weeks prior to camping period. The Camp may also reserve part of the venue for special usage.

Pre-camp Visit Arrangements

1. To facilitate organisations in preparing their camp activities, appointment for pre-camp visit should be made at least 1 week before the visit. Only ONE time of pre-camp visit service is arranged. The visitors should not stay more than 3 hours. Day camp fee will be charged to the second time pre-camp visit.
2. The maximum number of visitors is 10. Otherwise, day camp fee will be charged.
3. The Camp will not provide meals and camp activities to any pre-camp visitors.

General Conditions of Use of the Camp

1. The campers should exercise all necessary and appropriate measures to ensure the stated capacity of the venue is duly observed.
2. The campers should never publicise, promote, campaign, or advertise their function(s) by bearing the name of The Hong Kong Buddhist Association, nor hinting any relations or connections with the Association.
3. Campers will not be allowed to make use of the Camp address, telephone numbers for the purpose of personal information, voice mail or enquiry.
4. Flag, label, sticker, poster and banner are not allowed to hoist in the camp without prior permission.
5. Fixtures and furniture in the Camp should not be removed without prior permission. Campers should take care of the common properties of the Camp. Campers are liable for any damages or losses incurred.
6. All facilities and equipment are the property of the Camp. Please use them carefully and follow the guidance of Camp staff. Campers will be held financially responsible for any loss or damage to equipment or facilities borrowed.
7. Campers are expected to leave the facilities and grounds clean and orderly. All property is to be used in situ. No property can be moved without prior permission. In case of any damages, compensation is to be made according to the values of the damaged commodities.
8. No fighting, gambling, political meetings, and other misbehaviour or unlawful activities can be held on the campsite.
9. Campers should be neatly-dressed, poised, well-behaved, decent and show courtesy to others. Barebacked or nudity is not allowed in public areas.
10. Besides family campers, opposite sexes are not allowed to stay and sleep inside the same camp.
11. Possession or use of alcohol, illegal drugs or dangerous substances by any person involved in the Camp is strictly prohibited.
12. Alcohol drinking and smoking are prohibited within the Camp area.
13. Please care for the plants and trees on the campsite. Be friendly to the environment. Picking and damaging of vegetation is strictly prohibited.
14. Campers should keep the camp clean and tidy. Littering is strictly prohibited on the campsite and care should be taken to extinguish all fire after cooking and barbecues. Campers should not build fire outside the kitchen and designated barbecue site.
15. The campers are required to clear up the venue punctually before the end of the camp period. Please ask for staff help when necessary.
16. The Campers should avoid making excess noises and should refrain from any disturbing behaviour. In the case of rule violations, the Camp Office reserves the right to suspend the right of anybody caught breaking this rule to enjoy the camp facilities.
17. All users must follow the regulations of the camp. In the event of contravention of the above regulations, the Camp Office may at any time terminate the camp programmes under which circumstances, all payments paid will not be refundable.

18. Adverse Weather Arrangement

I. Before Check-in

During the hoisting of Tropical Cyclone Warning Signal No. 1 or Amber/Red rainstorm Warning	Normal Operation
Upon announcement of Tropical Cyclone Warning Signal No.3 or above/Black Rainstorm Warning Signal	<p>If the Tropical Cyclone Warning Signal No.3 or above/Black Rainstorm Warning Signal is lowered or cancelled 2 hours prior to check-in time, campers who do not come to check in will be regarded as waiving their rights and the fees paid will not be refunded.</p> <p>If the Tropical Cyclone Warning Signals No.3 or Black rain rainstorm signal remains on 2 hours prior to the check in time, please see the below arrangements:</p> <p>A. All venue-bookings will be cancelled. The Camp will refund all fees or make alterations of booking date.</p> <p>B. Day camper/2 days 1 night camper- all bookings will be canceled. The Camp will refund all fees, and alterations of booking date will be arranged.</p> <p>C. 3 days 2 nights or above camper - The first day booking will be cancelled and part of the fees will be refunded. For the second day, if the signals have been turned off 2 hours prior to the check in time, groups have to check in, groups which did not show up will be regarded as giving up the booking, any payment of second day will not be refunded. If the signal remains on, all the bookings will be cancelled and refunded.</p> <p>D. Organisations are requested to contact our Camp staff as soon as possible to confirm all the relevant arrangements.</p> <p>E. Please retain the receipt issued by the Camp Office for refund or alterations of booking date.</p>
The Education Bureau or Social Welfare Department announces the suspension of all schools and camps, all activities will be cancelled.	Schools and Social Service Organisations may apply for cancellation of Camp Period, refunding or alterations of booking date will be arranged. Please retain the receipt issued by the Camp Office for refund or alterations of booking date.
If two hours after Typhoon Signal No. 8 or Black Rainstorm Signal is lowered, subject to the availability, all the camp services will resume.	

II. During Camp Period

During the hoisting of Tropical Cyclone Warning Signal No. 1 or Amber/Red/Black Rainstorm Warning Signal/Thunderstorm Warning	If Tropical Cyclone Warning Signal No.1/Amber, Red or Black Rainstorm Warning Signal is hoisted during Camp Period, all campers should stay inside the camp and stop all outdoor activities.
Upon announcement of Tropical Cyclone Warning Signal No.3 or above	If typhoon signal No. 3 or above is hoisted after campers have checked in, the campers must leave the camp as soon as possible. A pro-rata refund will be arranged. Please retain the receipt issued by the Camp Office for refund or alterations of booking date.
The Education Bureau or Social Welfare Department announces the suspension of all schools and camps, all activities will be cancelled.	Schools and Social Service Organisations are requested to stop all activities and leave the campsite according to staff's instruction. A pro-rata refund will be arranged later. Please retain the receipt issued by the Camp Office for refund or alterations of booking date.

19. The information provided will only be used for services arrangement (including meals), compilation of statistics, future correspondence, promotion of activities and verification of identity when arranging refund in case of cancellation of activity.
20. Apart from the staff duly authorized by the Camp Office, no one will be given access to the personal information provided by the Applicants.

The Camp Office reserves the right to amend the aforesaid terms and conditions at any time, while it is not necessary to give any reasons in any circumstances.