



九龍深水埗深旺道富昌商場1樓118號舖  
Shop 118, 1/F, Fu Cheung Shopping Centre, Sham Mong Road, Sham Shui Po, Kowloon



**香港青年旅舍協會**  
HONG KONG  
**Youth Hostels Association**



TEL (852) 2788 1638  
FAX (852) 2788 3105  
WEBSITE [www.yha.org.hk](http://www.yha.org.hk)  
E-MAIL [info@yha.org.hk](mailto:info@yha.org.hk)

## Group Reservation Form

Name of Organization: \_\_\_\_\_ (Chinese) \_\_\_\_\_ (English)

Membership no.: \_\_\_\_\_ Contact no.: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Emergency contact no.: \_\_\_\_\_

**Dorm / Tent** (Group reservation is available for a minimum of 9 people for a maximum of 7 nights per visit (except MD, NP and BJC hostels\*) except pre-approved cases. All hostellers, except groups that booked Day Camp or Jockey Club Mt. Davis Youth Hostel hostellers, are required to leave the hostel during Hostel Closing Hours to facilitate hostel regular cleaning.)

Please ✓ your chosen hostel: <input type="checkbox"/> (Sai Kung) Pak Sha O Youth Hostel <input type="checkbox"/> (Chek Keng) Bradbury Hall <input type="checkbox"/> (Tai Mo Shan) Sze Lok Yuen Hostel	Check-in date: _____ <b>night(s)</b> <b>From</b> _____ <b>Yr</b> _____ <b>M</b> _____ <b>D</b> <b>to</b> _____ <b>Yr</b> _____ <b>M</b> _____ <b>D</b>			
	Dorm		Tent	
	Male	Female		/bed
/bed	/bed			
<input type="checkbox"/> ((Pok Fu Lam) Jockey Club Mt. Davis Youth Hostel <input type="checkbox"/> Tai Mei Tuk) Bradbury Jockey Club Youth Hostel <input type="checkbox"/> (Lantau Island) YHA Ngong Ping SG Davis Youth Hostel	4-bed room	6-bed room (except Ngong Ping)	8-bed room	Tent (Ngong Ping only)
	/bed	/bed	/bed	Bring your own tent Hassle-free

**Family Room** (All hostellers, except groups that booked Day Camp or Jockey Club Mt. Davis Youth Hostel hostellers, are required to leave the hostel during Hostel Closing Hours to facilitate hostel regular cleaning.)

Staying period	Check-in date: _____ <b>night(s)</b> <b>From</b> _____ <b>Yr</b> _____ <b>M</b> _____ <b>D</b> <b>to</b> _____ <b>Yr</b> _____ <b>M</b> _____ <b>D</b>					
	Room for 2 guests			Family room	4-bed room	6-bed room
Jockey Club Mt. Davis Youth Hostel	Sea view	Double bed	Twin room	(3 ppl)	room	room
No. of room						
Bradbury Jockey Club Youth Hostel	2-bed room	4-bed room	6-bed room	8-bed room		
No. of room						
YHA Ngong Ping SG Davis Youth Hostel	Double room		4-bed room	8-bed room		
No. of room						

Please write briefly about the activity or state any special arrangement if needed: \_\_\_\_\_

We will comply with all regulations and conditions set out for the use of the Youth Hostel, and will take full responsibility in the event of any violation of the rules and regulations and any accidents however caused.

Date :                    /                    /

Official chop & signature :

Office Use Only

Date

File no.

Approved by



## Reservation Notes

1. For Jockey Club Mt Davis Youth Hostel and Bradbury Jockey Club Youth Hostel, guests can stay for maximum of 14 nights for each visit except pre-approved cases. For other hostels, guests can stay for a maximum of 7 nights per visit except pre-approved cases.
  2. HKYHA shall have the right to request for any relevant information from group members upon their applications for the use of any services and facilities provided by the Association. The aforesaid application shall be subject to the approval of the Association, which it may approve or not at its absolute discretion and without giving any reasons therefor.
  3. Government departments of the Hong Kong Special Administrative Region, non-governmental organisations receiving recurrent subvention from the Social Welfare Department, national sports associations which are members of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), schools, and uniformed groups and youth organisations receiving recurrent subvention from the Home Affairs Bureau can enjoy a 15-month advance booking period for YHA Ngong Ping SG Davis Youth Hostel and Bradbury Jockey Club Youth Hostel. For other HKYHA hostels, one-year advance booking is available.
  4. Please contact HKYHA Customer Relations Unit regarding the availability of family room of your preferred hostel before reservation.
  5. To ensure that all guests' stay is enjoyable, guests bringing along children aged under five must submit a Parent/Guardian consent letter when making reservations for Jockey Club Mt. Davis Youth Hostel, Bradbury Jockey Club Youth Hostel and YHA Ngong Ping SG Davis Youth Hostel; while Pak Sha O Youth Hostel, Bradbury Hall and Sze Lok Yuen Hostel are open to guests aged five or above as family rooms are not provided.
  6. Dormitories are on a single-sex basis and will be arranged by Hostel Manager (except family room) upon check in.
  7. Reservation is on first-come-first-served basis and will be confirmed until payment is settled. Payment can be paid by cash, crossed cheques (cheque made payable to 'Hong Kong Youth Hostels Association) or credit cards. EPS, Easy Cheque Deposit and Internet transfer are not accepted.
  8. Reservation:
    - 8.1 In person: Please bring along a valid YHA Group Membership Card or Leader Card to HKYHA office for reservation at least 10 days prior to preferred check-in date. Payment can be paid by cash, crossed cheques or credit cards.
    - 8.2 By fax: After initial confirmation with HKYHA by call, please fax the completed i) Reservation Form ii) Credit Card Payment Form and iii) Copy of YHA Leader Card to HKYHA office (2788 3105) for issuance of booking confirmation.
    - 8.3 By post: Please mail the completed Reservation Form and payment (crossed cheque or Credit Card Payment Form) to HKYHA office. Please note that reservations sent by post take at least two weeks to process.
- \*For reservations of Jockey Club Mt. Davis Youth Hostel, please return your completed Group Reservation Form to the hostel directly by email to [md.grp@yha.org.hk](mailto:md.grp@yha.org.hk).
9. Change of reservation

Except for the following, any change of reservation (whether check-in date, hostel, number of hostellers or number of nights, etc) will not be accepted once booking confirmation is issued:

    - 10.1 If the Red/Black Rainstorm Warning or Typhoon Signal No.3 or above is issued between 12:00noon and 11pm on the check-in date, members who have not checked in can change the date of stay but have to inform HKYHA office on that day and contact HKYHA within 5 working days (original check-in date inclusive) to confirm the change. Please note that the new date of stay is only applied on the date the aforesaid warning or typhoon signal is issued. No refund



will be offered and no change of the date of stay will be accepted after check-in. If the aforesaid warning or typhoon signal is lowered or cancelled before 12:00noon, members who do not come to check in will be regarded as waiving their rights and all fees paid will not be refunded.

10.2 If the Red/Black Rainstorm Warning or Typhoon Signal No.8 or above is issued after check-in, members who decide to leave hostels before closing hours can change the date of stay but no refund will be offered; members who decide to stay at hostels must stay indoors until the aforesaid warning or typhoon signal is lowered or cancelled and all fees paid will not be refunded.

10.3 Applicable only to weather situation stated in 8.1 and 8.2, reservation change can be done by phone and new check-in date must fall within 3 calendar months of the original check-in date.

#### 11. Cancellation of reservation

Members will be refunded 50% of the prepaid hostel fees for cancellation made more than 30 days prior to check-in date and no refund for cancellation made within 30 days prior to check-in date. A valid YHA Membership Card, Booking Confirmation, and official receipt must be provided for cancellations which should be made in person at HKYHA office during office hours. Refunds of HK\$200 or above will be made by cheque and delivered by post. All cancellations are made according to the Terms and Conditions in HKYHA Members' Handbook. HKYHA bears no responsibility or liability whatsoever for any loss or consequences of any kind howsoever (whether directly or indirectly) caused or arising as a result of or in connection with all cancellations.

#### 12. Other refund arrangement

Please note that all refund requests should be submitted to HKYHA within 30 days from the check-out date. Each case will be dealt with on its individual merits.

#### 13. Transport arrangement for Pak Sha O Youth Hostel and Bradbury Hall

13.1 Permit must be obtained for coach access (limited to groups of 20 people or more) to Pak Sha O Youth Hostel or Bradbury Hall. Please fax the completed Pak Tam Chung Barrier Coach Permit Application form and Booking Confirmation at least 14 days prior to check-in date to HKYHA office to apply. Decision of granting access right by Sai Kung Country Park will be deemed final.

13.2 No parking for private vehicles. Pick-up and drop-off areas are available at Pak Sha O Youth Hostel and Wong Shek Pier bus terminus.

13.3 Public transport: minibus no. 7 runs between Sai Kung and Pak Sha O Youth Hostel (last bus departs at 6:25pm) and bus 94 runs between Sai Kung and Wong Shek Pier bus terminus (last bus departs at 9pm).

### Hostels Notice

1. Valid YHA Group Membership Card/ Leader Card and Booking Confirmation must be provided to Hostel Manager upon check-in.
2. For group check-in, please provide a name list to Hostel Manager.
3. Please do not leave your personal belongings unattended. HKYHA bears no responsibility or liability for any loss or damage of guests' personal property.
4. Out of consideration of other guests, no pets are allowed in all hostels
5. Guests may need to help with cleaning tasks including washing dishes and tidying up beddings during their stay.
6. All guests should observe the Hostel Rules and Guidelines of HKYHA. Any guests who fail to abide by the Rules and Guidelines may be expelled from the hostel immediately by Hostel Manager.



7. Check-in and check-out time:

Hostel	Check in Time		Check-out Time	
	Sun-Fri & Public Holiday	Sat & Public Holiday Eve	Sat & Public Holiday Eve	Sun & Public Holiday
Jockey Club Mt. Davis Youth Hostel	15:00 – 24:00		07:00 – 12:00	
Bradbury Jockey Club Youth Hostel / YHA Ngong Ping SG Davis Youth Hostel	15:00 – 23:00			
Other hostels	16:00 – 23:00	15:00 – 23:00	07:00 – 10:00	07:00 – 13:00

8. Closing hours:

Hostel	Reception & Gate closing hours	Hostel daytime closing hours		
		Mon-Fri	Sat & Public Holiday eve	Sun & Public Holiday
Jockey Club Mt. Davis Youth Hostel	00:00 to 07:00	/		
Bradbury Jockey Club Youth Hostel / YHA Ngong Ping SG Davis Youth Hostel	23:00 to 07:00	/		
Other hostels	23:00 to 07:00	10:00 – 16:00	10:00 – 15:00	13:00 – 16:00

8.1 All hostellers, except groups that booked Day Camp or Jockey Club Mt. Davis Youth Hostel hostellers, are required to leave the hostel during Hostel Closing Hours to facilitate hostel regular cleaning. Group of 25 people or more can apply for exemption from HKYHA in advance and a Day Camp Fee of HK\$20 per person will be applied.

8.2 Out of consideration of others, all guests are requested to keep quiet at night on the hostel