



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
E-MAIL info@yha.org.hk

Outdoor Education Camp Reservation Form

(Please read Reservation Notes overleaf before filling in the form with block letters)

Name of Organisation: _____

Membership no.: _____ Contact no.: _____ Fax no.: _____

Address: _____

E-mail: _____

Person in charge: _____ Emergency contact no.: _____

Dormitory / Tent

Please ✓ to indicate your preferred hostel: <input type="checkbox"/> Bradbury Jockey Club Youth Hostel^ (Tai Mei Tuk, Tai Po) <input type="checkbox"/> Pak Sha O Youth Hostel (Hoi Ha, Sai Kung) <input type="checkbox"/> Sze Lok Yuen Hostel (Tai Mo Shan)	Staying period:		nights
	Check-in	Check-out	
	Date:	Date:	
	Dormitory		Tent
	Male	Female	

* Dormitories are on a single-sex basis and will be arranged by Hostel Manager upon check-in ^No camping area

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 hostels of Hong Kong Youth Hostels Association, and will take full responsibility in the event of any violation of the rules and regulations and any accidents however caused.

Date: / /

Official seal & signature:

Office Use Only	Date	File No	Approved by



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Outdoor Education Camp Reservation Notes

1. Applicant school must call to Hong Kong Youth Hostels Association (HKYHA) office for the availability of hostel before reservation. After gaining HKYHA verbal confirmation, applicant school must fax the completed Outdoor Education Camp (OEC) Application Form and OEC Reservation Form to HKYHA office within 1 week to confirm the reservation.
2. Education Bureau will fax the OEC Approval Letter to applicant school and HKYHA 3 weeks after the application. HKYHA will then fax an OEC invoice to applicant school which must settle the deposit by due date stated in the invoice and confirm with HKYHA number of participants 2 weeks or before prior to the check-in date.
3. Applicant school must submit a new application to Education Bureau for approval if they intend to add/cut the number of participants by more than 5 people.
4. Please note that hostel check-in time is 4pm - 11pm and check-out time is 7am - 10am (Sunday and Public Holiday: 7am - 1pm). Applicant school must indicate in advance in OEC Reservation Form and bear extra charge if they want to check-in/check-out outside the aforesaid time slots.
5. Applicant school shall read OEC Important Notes and Hostel Rules carefully after reservation is confirmed.

Change of reservation

1. Except for the following adverse weather conditions, any change of reservation (whether check-in date, hostel, number of hostellers or number of nights, etc) will not be accepted after Reservation Receipt is issued:
Should Typhoon Signal No.3 or above or Red/Black Rain Signal be hoisted or class suspension announced by Education Bureau at or after 7am on check-in date, the school can discuss with HKYHA for a date change (must fall within the same school year) and all paid hostel fees are non-refundable.
2. The school must notify HKYHA by phone and bear extra administration cost (10% of total hostel fees) if they want to change their reservation period due to factors other than adverse weather conditions or irresistible circumstances (e.g. class suspension announced by Education Bureau under special situations).
3. The paid deposit of reservation (5% of total hostel fees) will be forfeited if the school and HKYHA fail to fix a new reservation period. A 6-month extension, starting from check-in date of the original reservation, will be offered to the school during which the school can choose to stay at other HKYHA hostels or register for HKYHA activities.
4. The paid deposit of reservation will be forfeited if the school does not stay at any HKYHA hostels or register for HKYHA activities during the 6-month extension.

Cancellation of reservation

1. The school will be refunded according to the following Terms and Conditions of HKYHA if they want to change their reservation period due to factors other than adverse weather conditions or irresistible circumstances (for instance class suspension announced by Education Bureau under special situations):
 - 50% of the prepaid hostel fees for cancellation made more than 30 days prior to check-in date
 - no refund for cancellation made within 30 days prior to check-in date
2. Booking Confirmation and official receipt must be provided for reservation cancellation which should be made in person at HKYHA office during office hours. Cancellation process takes at least 3 weeks and only cheque refund by post will be offered.
3. 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.

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.