



Group Reservation Form

(Group reservation is available for a minimum of 9 people.)

Name of Group/Organization: _____ (Chinese) _____ (English)

Membership no.: _____ Contact no.: _____ Email: _____

Address: _____

Person in charge: _____ Emergency contact no.: _____

Check-in Date: From _____ (DD/MM/YY) to _____ (DD/MM/YY) **Total:** _____ **night (s)**

Dorm / Tent

Please ✓ your chosen hostel:	Dorm		Bring your own tent			Hassle-free (PSO)	
	Male	Female	/person			1.0	2.0 (CK)
<input type="checkbox"/> Pak Sha O Youth Hostel (PSO)							
<input type="checkbox"/> Bradbury Hall (CK)	/bed	/bed		/person			
<input type="checkbox"/> Sze Lok Yuen Hostel (SLY)				/person			
<input type="checkbox"/> Jockey Club Mt. Davis Youth Hostel (MD) <input type="checkbox"/> Bradbury Jockey Club Youth Hostel (BJC) <input type="checkbox"/> YHA Ngong Ping SG Davis Youth Hostel (NP)	4-bedded room		6-bedded room (except NP)	8-bedded room (except MD)	Bring your own tent (NP)	Hassle-free (NP)	
	Male	/bed	/bed	/bed		1.0 (MD)	2.0
	Female	/bed	/bed	/bed	/person	/person	/person

Private Room

Jockey Club Mt. Davis Youth Hostel	Room for 2 guests			Family room		4-bedded room	6-bedded room
	Sea view	Double bed	Twin room	3 ppl	4 ppl		
No. of room							
Bradbury Jockey Club Youth Hostel	2-bedded room		4-bedded room	6-bedded room		8-bedded room	
No. of room							
YHA Ngong Ping SG Davis Youth Hostel	Double room		Family room (3 ppl)	4-bedded room		8-bedded room	
No. of room							

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

Please tick the box if original copies of invoice and/or receipt are needed.

We have read and accepted the Reservation Notes, and will take full responsibility in the event of any violation of *The Hostel Rules and Regulations* and any accidents however caused.

Date : / / Official chop & signature :

Office Use Only Date File no. Approved by



Reservation Notes

1. For suburban hostels, guests can stay for maximum of 14 nights for each visit except pre-approved cases. For countryside 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. Please contact HKYHA Customer Relations Unit regarding the availability of private room of your preferred hostel before reservation.
 4. 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.
 5. Dormitories are on a single-sex basis and will be arranged by Hostel Manager (except private room) upon check in.
 6. 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.
 7. Reservation:
 - 7.1 In person: Please bring along a valid YHA Group Membership 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.
 - 7.2 By email/fax: After initial confirmation with HKYHA by call, please email/fax the completed i) Reservation Form; ii) Credit Card Payment Form; and iii) Copy of YHA Group Membership Card to HKYHA office (2788 3105) for issuance of booking confirmation.
 - 7.3 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.
8. 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:

 - 8.1 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. Member have to inform HKYHA Customer Relations Unit by email or the hostel by phone/email on that day. Members must then contact HKYHA within 5 working days (original check-in date inclusive) to confirm the change. Please note that members can only reschedule the day which is affected under inclement weather. If members are staying for two nights or above, days that are not affected under inclement weather cannot be rescheduled. 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.
 - 8.2 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.
 - 8.3 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.

9. 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. 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.

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

- 10.1 Permit must be obtained for vehicle or coach access to Pak Sha O Youth Hostel or Bradbury Hall. Please fax or email the completed Pak Tam Chung Barrier Coach Permit Application form and Booking Confirmation to HKYHA office to apply. Decision of granting access right by Sai Kung Country Park will be deemed final.
- 10.2 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.
- 10.3 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 and Booking Confirmation must be provided to Hostel Manager upon check-in. For group check-in, please provide a name list to Hostel Manager.
2. All guests should observe *The Hostel Rules and Regulations* of HKYHA. Any guests who fail to abide by *The Hostel Rules and Regulations* may be expelled from the hostel immediately by Hostel Manager. Please visit HKYHA website www.yha.org.hk for the full *Hostel Rules and Regulations*.
3. 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

4. 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

- 4.1 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.
- 4.2 Out of consideration of others, all guests are requested to keep quiet at night on the hostel.