



Individual Reservation Form

Name of Applicant: _____ Contact no.: _____

Email: _____ Membership number: _____

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

Name	Gender	Member	Apply upon check-in
1.	M / F	Y / N	Y / N
2.	M / F	Y / N	Y / N
3.	M / F	Y / N	Y / N

I am bringing along _____ child/children aged under five.

No. of barbecue pack(s): _____ No. of barbecue pit(s): _____ (only applies to Jockey Club Mt. Davis Youth Hostel)

Plate Number: _____ (only applies to Jockey Club Mt. Davis Youth Hostel and Sze Lok Yuen Hostel)

Dorm / Tent

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

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							

I 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 seal & 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. Each member is entitled to bring 3 non-member guests to stay at hostels under Hong Kong Youth Hostels Association (HKYHA) and non-member price will be applied. Please note that every hostel room should be booked by at least one member (i.e. Six-bedded or eight-bedded rooms must be booked by at least two members). All guests must be accompanied by HKYHA member at all times.
3. To ensure that all guests' stay is enjoyable, guests bringing along children aged under five must submit a Parent/Guardian consent letter.
4. Dormitories are on a single-sex basis and will be arranged by Hostel Manager (except family room) upon check in.
5. 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'), credit cards or transfer to HSBC account 002-645414-001. EPS, Easy Cheque Deposit and Internet transfer are not accepted.
6. Reservation:
Please contact HKYHA headquarters at 2788 1638 and confirm the availability before booking via the following methods:
 - 6.1 In person: Please bring along a valid YHA Membership Card to HKYHA office for reservation at least 4 day prior to referred check-in date. Payment can be paid by cash, crossed cheques or credit cards.
 - 6.2 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 membership Card to HKYHA office (2788 3105) for issuance of booking confirmation.
 - 6.3 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.
7. 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:
 - 7.1 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, guests who have not checked in can change the date of stay. Guests have to inform HKYHA Customer Relations Unit by email or the hostel by phone/email on that day. Guests must then contact HKYHA within 5 working days (original check-in date inclusive) to confirm the change. Please note that guests can only reschedule the day which is affected under inclement weather. If guests 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, guests who do not come to check in will be regarded as waiving their rights and all fees paid will not be refunded.
 - 7.2 If the Red/Black Rainstorm Warning or Typhoon Signal No.8 or above is issued after check-in, guests who decide to leave hostels before closing hours can change the date of stay but no refund will be offered; guests 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.
 - 7.3 Applicable only to weather situation stated in 7.1 and 7.2, reservation change can be done by phone and new check-in date must fall within three calendar months of the original check-in date.



Hostel Rules and Guidelines

1. Valid membership card and Booking Confirmation must be provided to Hostel Manager upon check-in.
2. All guests should observe the Hostel Rules and Guidelines of HKYHA. Any guests who fail to abide by these Hostel Rules and Guidelines may be expelled from the hostel immediately by Hostel Manager. Please visit HKYHA website www.yha.org.hk for the full Hostel Rules and Guidelines.
3. Check-in and check-out time:

Hostel	Check in Time		Check-out Time	
	Sun - Fri & Public Holiday	Sat & Public Holiday Eve	Mon - Sat	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 guests are required to stay out of the hostel during daytime closing hours. 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 premises.

Latest Update: 6 December 2017