



## 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 of the other main guests	Gender	Member	Apply upon check-in	Total number of guests	
2 <sup>nd</sup> guest		M / F	Y / N	Y / N	Adult:	
3 <sup>rd</sup> guest		M / F	Y / N	Y / N	Aged 6- 17:	
4 <sup>th</sup> guest		M / F	Y / N	Y / N	Under or at the age of 5 without additional bed:	

Hostel Name	Jockey Club Mt. Davis Youth Hostel (HK Island)	Bradbury Jockey Club Youth Hostel (Tai Po)	YHA Ngong Ping SG Davis Youth Hostel (Lantau Island)	Pak Sha O Youth Hostel (Sai Kung)	Bradbury Hall (Chek Keng, Sai Kung)	Sze Lok Yuen Hostel (Tai Mo Shan)
Number of Room						

### Private Room (Please indicate the number of rooms)

Sea view room		N/A				
Double bed		N/A		N/A		
Twin room			N/A			
Family room (3 ppl)		N/A		N/A		
Family room (4 ppl)		N/A				
4-bedded room						
6-bedded room			N/A			N/A
8-bedded room	N/A			N/A		N/A

### Dorm (Please indicate the number of male and female hosteller)

4-bedded dorm	M: F:	M: F:	M: F:	Male:	Male:	Male:
6-bedded dorm	M: F:	M: F:	N/A			
8-bedded dorm	N/A	M: F:	M: F:			

### Tent

Bring your own tent	N/A		person(s)	person(s)	person(s)	person(s)
Hassle-free 1.0	person(s)	N/A	tent(s)	tent(s)	N/A	
Hassle-free 2.0	N/A		person(s)	person(s)	person(s)	N/A

No. of DIY Breakfast set(s)\*: \_\_\_\_\_ (only applies to Jockey Club Mt. Davis Youth Hostel, YHA Ngong Ping SG Davis Youth Hostel and Pak Sha O Youth Hostel)

No. of barbecue pack(s) at HK\$150: \_\_\_\_\_ and 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)

**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
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\* DIY breakfast set is included for every in-house guests staying at Hassle-free Camping 1.0 in Jockey Club Mt. Davis Youth Hostel. A set of DIY breakfast at HK\$30.

# Car park rate for Jockey Club Mt. Davis Youth Hostel: private car \$100/day, \$50/half day (<12 hours); motorbike \$50/day, \$30/half day (<12 hours). Car park rate for Sze Lok Yuen Hostel: private car \$50/day, \$25/half day (<12 hours); motorbike \$25/day, \$15/half day (<12 hours).

### 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. Guests staying at the hostels under Hong Kong Youth Hostels Association (HKYHA) must be members of Hostelling International (HI) or HKYHA. Each member is entitled to bring 3 non-member guests to stay at hostels 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. Guests can apply for YHA one-year-membership on site at HK\$150.
3. Please contact HKYHA Customer Relations Unit regarding the availability of private room of your preferred hostel before reservation.
4. All children under the age of 5 without additional bed may stay for free. To ensure that all guests' stay is enjoyable, guests aged 11 or under must be accompanied by an adult over the age of 18 and a Parent/Guardian consent letter is required when check-in. Guests aged 12 to 17 can stay unaccompanied if a Parent/Guardian consent letter is provided stating the full awareness of the under-aged guest staying at the hostel, and that the hostel will not supervise the under-aged guest or be liable for his/her activities. Parent/Guardian consent letter can be downloaded on HKYHA website.
5. Dormitories are on a single-sex basis and will be arranged by Hostel Manager (except family 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'), credit cards or transfer to HSBC account 002-645414-001.
7. Reservation:  
Please contact HKYHA headquarters at 2788 1638 and confirm the availability before booking via the following methods:
  - 7.1 In person: Please bring along a valid YHA Membership Card to HKYHA office for reservation at least 3 day prior to referred 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 and ii) Credit Card Payment Form / bank-in receipt 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.
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 Signal or the Typhoon Signal No. 3 or above is issued between 12:00noon and 11:00pm on the check-in date, guests who have not checked in can change the date of stay, but guests must inform the hostel on that day by phone or email (for guests staying at Pak Sha O Youth Hostel, Bradbury Hall and Sze Lok Yuen, please inform HKYHA Customer Relations Unit by email). 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.
  - 8.2 If the Red/Black Rainstorm Warning or Typhoon Signal No.8 or above is issued after check-in, guests who wish 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.

- 8.3 Applicable only to weather situation stated above, guests must contact the hostel within 5 working days, inclusive of the day of the original booking, to confirm the change (for guests staying at Pak Sha O Youth Hostel, Bradbury Hall and Sze Lok Yuen, please contact HKYHA Customer Relations Unit 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. The new date(s) of stay must be within three months of the original date(s), and all relevant procedures for booking alteration must be completed within three months. The price of the rescheduled date must be as same as or lower than that of the original date. If the price of the rescheduled date is higher than the original price, the applicable price difference will need to be paid.

### Hostel Rules and Guidelines

- Valid membership card and Booking Confirmation must be provided to Hostel Manager upon check-in.
- 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 [www.yha.org.hk](http://www.yha.org.hk) for the full Hostel Rules and Guidelines.
- 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

- 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

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