

借用中心場地申請須知

1. 香港女童軍總會活動可於使用營地前十二個月內申請營期。
2. 香港女童軍隊伍可於使用營地前九個月內申請營期，並享有「女童軍單位」之收費優惠。
3. 本港青少年制服團體（包括香港升旗隊總會、香港少年領袖團、香港航空青年團、香港紅十字會、香港童軍總會、香港海事青年團、香港聖約翰救傷隊少年團、香港基督少年軍、香港基督女少年軍、香港交通安全隊、民眾安全服務隊、少年警訊、香港醫療輔助隊及香港青少年軍總會），及外界團體，包括教育局註冊學校、社會福利署資助之非政府機構、體育總會（即國際體育組織之附屬團體及中國香港體育協會暨奧林匹克委員會之會員）及政府部門，可於使用營地前六個月內申請營期，並享有「指定外界團體及制服團體」之收費優惠。
4. 非會員可於使用營地前四個月內申請營期。
5. 如申請即日使用場地，申請人必須最少提前 3 小時完成申請手續及繳付費用，否則本中心有權不接受其申請。
6. 如體育總會擬借用作國際性活動，可於營期前十二個月以書面形式向本會提出申請。
7. 申請者須購買與本會聯名投保的公眾責任保險。（如適用）
8. 所有場地申請均以先到先得方式分配予各申請團體。
9. 非牟利團體須繳交 <<稅務條例>>第 88 條獲豁免繳稅通知書副本，以茲證明。如未能提供有關證明文件，須繳付商業機構的費用。
10. 本中心只接受團體、機構或公司名義申請，恕不接受個人名義申請。所有非會員之申請必須於申請表上附有團體、機構或公司之蓋印。
11. 申請人必須年滿 21 歲或持有本會有關活動之有效認可資格。

12. 本中心將分配營地內活動室、禮堂或戶外地方給營友使用，地方將以申請組別人數多寡分配，而女童軍所舉辦之訓練班及活動將獲優先分配。
13. 如申請人欲更改租場日期及時間，必須在使用場地前最少 7 天通知本中心，否則本中心有權不接受任何更改。
14. 申請人如繳費後取消租用場地，將不獲退款。
15. 如因惡劣天氣情況下引致申請人不能如期舉行活動(詳情請參閱惡劣天氣安排)，本中心將安排申請人在六個月之內轉用其他日期，否則將當放棄論，本中心不會退回任何款項。
16. 使用時間或人數於申請手續完成後如有增加，必須在使用場地前通知本中心，並得到批准才能作實。
17. 本中心範圍內不准泊車。
18. 基於保安理由，場地設有閉路電視系統，其顯示器及錄像只限本會授權人士觀看，並會定期刪除儲存的錄像。
19. 申請人必須於遞交申請及費用前已閱讀有關申請須知、營地資料及營地使用守則。
20. 本中心對所有場地設施使用申請保留最終決定權，亦毋須就拒絕場地申請作出解釋。



Booking Instructions

1. The Hong Kong Girl Guides Association's activities or programs may apply for the use of venues 12 months in advance.
2. Members may apply for the use of venues 9 months in advance and enjoy members' discount.
3. *Uniformed Groups in Hong Kong and Outside Bodies include Schools, Non-Governmental Organizations, National Sports Associations, Youth Organizations and Government Departments may apply for the use of venues 6 months in advance and enjoy the discount for Outside Bodies and Uniform Groups.

*Including Association of Hong Kong Flag-Guards, Hong Kong Adventure Corps, Hong Kong Air Cadet Corps, Hong Kong Red Cross, Scout Association of Hong Kong, Hong Kong Sea Cadet Corps, Hong Kong St. John Ambulance, The Boys' Brigade, Hong Kong, The Girls' Brigade Hong Kong, Hong Kong Road Safety Patrol, Civil Aid Service Hong Kong, Junior Police Call , Auxiliary Medical Service and Hong Kong Army Cadets Association.

4. Non-members may apply for the use of venues 4 months in advance.
5. The walk-in applicant is required to complete the application and payment at least 3 hours before the booking, otherwise we reserve the right to reject any application.
6. National Sports Associations can apply for the use of venues 12 months in advance for national event.
7. Applicants are required to provide a joint-name Public Liability insurance certificate which is to include HKGGA in the Insured Party as "owner of premises". (if applicable)
8. All applications will be processed on a first-come, first-serve basis.
9. NGO applicants should enclose a copy of Charitable Institutes and Trust Registration

Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.

10. Applicants should be registered organizations or companies. Application in the name of individual will not be accepted. Non-member applicants may include group/organization/company stamp on the application form.
11. Applicants must be over 21 of age.
12. We would allocate the activity rooms, hall or lawn for users. Venues would be allocated according to the size of groups. Priority would be given to training courses or activities held by the Association.
13. If the applicant wishes to change the booking time or date, please inform us at least 7 days before the event, otherwise we will refuse to make any alterations.
14. There will be no refunds given once the payment has been made.
15. All payments are non-refundable and cannot be delayed except for extreme weather conditions if the event is not able to be held as scheduled due to extreme weather, it will be postponed within 6 months.
16. Any amendments to the number of users or arrival time after application must be reported to and approved by us beforehand.
17. No parking spaces are provided at the campsite.
18. Our Centre is under 24-hour CCTV surveillance for security reasons. Only authorized officers are allowed to view the CCTV monitoring system and the security camera data will be deleted after some time.
19. Applicants must read the booking instructions, campsite pamphlets and user's regulations before making any applications.
20. We reserve the rights of the final decision in case of disputes.