

The Methodist Church, Hong Kong
Methodist Retreat Centre
Booking Procedure

1. Applicant must be aged 18 or above. Completed application form must be submitted with authorized signature and organization chop.

2. Application Procedure
 - a) Enquires can be via phone, fax or e-mail. If you wish to obtain an application form by mail, please include return envelope, clearly marked with "Request Methodist Retreat Centre Application Form".
 - b) Application shall be submitted 6 months prior to the camp period. Booking all the dormitory rooms for Overnight Camps (i.e. 76 people) will be giving priority to be processed
 - c) Confirmation letter with payment details would be sent to successful applicant.

3. Payment
 - a) 50% of the total payment as deposit shall be settled within 14 days after receiving the confirmation for residential room reservation. Balance shall be paid one month before the camp period. Full payment must be settled within 14 days for Day/Evening Camp booking.
 - b) Booking will be cancelled without prior notice for delay of payment and the paid deposit will not be refunded.
 - c) For booking less than 1 month in advance, full payment should be settled within 3 working days after confirmation.
 - d) Payment shall be settled by cheque or cash deposit.
 - i. For cheque payment, crossed cheque made payable to ***"THE METHODIST CHURCH HONG KONG – CAMP MANAGEMENT COMMITTEE"*** shall be sent to our Conference Office by mail. Please state clearly the name of the organization and the camp date on the back of the cheque. Postdated cheque will not be accepted.
 - ii. For Cash deposit, payment shall be made to the following account at any HSBC branches. A/C# 658-024476-292. A/C Name: ***"THE METHODIST CHURCH HONG KONG – CAMP MANAGEMENT COMMITTEE"***. **Copy of the bank-in slip shall be sent by fax or e-mail stating clearly the name of the organization and the camp date for verification of Accounts Department.**

4. Arrangement in changing booking
 - a) Once application is accepted, 50% of the total fee will be charged if cancellation of booking made by formal writing is received 1 month before the camp date. The balance will be refunded. If the notice of cancellation is received less than 1 month before the camp arrival date, all payment will be forfeited.
 - b) Once application is accepted, request of changing of camp date/period will be regarded as cancellation. All payment will not be refunded. If formal written notice is received 1 month before the camp date and new camp date successfully arranged, 20% of the total fee will still be charged as administration fee. The new camp period shall be within 6 months counting from the original camp date. Only ONE such arrangement is allowed for each booking. The Methodist Retreat Centre reserves the rights of final decision.
 - c) Once application is accepted, no camp fee will be deducted or refunded even when the number of participants is reduced.

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5. Rules for booking
 - a) No person will be allowed to enter the camp site without prior approval.
 - b) Males and females are required to occupy separate rooms, excluding married couple.
 - c) Program details shall be submitted one month before the camp date.

6. Arrangement in bad weather condition
 - a) When typhoon signal No. 3 or above or when the Black Rainstorm Warning Signal is hoisted during camp period, applicant shall decide to stay or to leave early. Applicant shall leave safely when the camp staff deliberately decided that it is not suitable for the applicant to stay. Any outdoor activities shall be stopped. Refund of camp fee will be arranged on pro-rata basis.
 - b) When typhoon signal No. 3 or above or when the Black Rainstorm Warning Signal is hoisted 2 hours before the check-in time, all booking on that day will be cancelled. Camp fee will also be refunded. Any remaining camp period not affected by the weather as stated above shall be valid. No refund will be arranged even if the applicant cancels the booking. (For full-time students, refund will be arranged according to the announcement of the Education Bureau on pro-rata basis.)

7. The Methodist Retreat Centre reserves the rights to amend and interpret this booking procedure without further notice.

Tel: 2527 2026

Address: 27 Tung Wan Tau Road, Silvermine Bay, Lantau Island, New Territories.

Fax: 2527 2199

E-mail: booking@methodist.org.hk

Website: <http://mrc.methodist.org.hk>

The Methodist Church, Hong Kong
Methodist Retreat Centre
Price List

Personal and Other Organization

A. Camp Type

Camp Type	Time	Quota
Day Camp	9:00 a.m. - 5:00 p.m.	100
Evening Camp	2:00 p.m - 10:00 pm	100
Half-day Camp	1:30 p.m. - 5:00 p.m.(Overnight camps to extend the staying time and with approval by the Centre only)	
Overnight Camp	2:30 p.m. - 1:30p.m. (Should return dormitory room and keys at 10:00am)	Total 76 and 80% of dormitory rooms with individual washroom

B. Discount Details

- 1. A free activity venue can be arranged to a group of 12 overnight campers by Camp Staff and this discount will be in effect throughout whole year.**
 - a. The A/C fee will be charged when using air-conditioner inside activity venue.
 - b. Venue fee will be charged when using extra Activity Rooms or Assembly Hall. The amount will be based on the day camper using venue.
 - c. The free activity venue will not be reserved if the using time is not informed by the group.

- 2. All activity venues can be used without fee when the organization reserve Full Camp (76 or more overnight campers) •**
The A/C fee will be charged when using air-conditioner inside activity venue.

- 3. All equipment inside the activity venue can be used without fee (Except Notebook computer).**

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C. Price Information

1. Booking Rate

Type of Room	Original Price	
	Weekdays	Weekend/ P.H.
Single Bed Room	\$ 240	\$ 310
Twin Bed Room	\$ 330	\$ 420
Family Unit (for 2)	\$ 350	\$ 440
Family Unit (for 4)	\$ 800	\$ 980
Family Unit (for 6)	\$ 1,150	\$ 1,420
Day/ Evening Camp	\$ 69 @ (with lunch/ dinner provided) (effective on 1/4/2018)	
Half-day Camp	\$ 51 @ (with afternoon tea provided) (effective on 1/4/2018)	
Remarks:	a.	Air-conditioning hours: 8:00p.m. – 8:00a.m. (Additional charge \$15 per hour or \$100 per day)
	b.	Weekdays: Sunday – Thursday Night; Weekend/P.H.: Friday/Saturday Night, Day before public holidays and Public Holiday
	c.	Each extra folding bed costs \$100 per night(Weekdays) and \$150 per night (Weekends) (Conditions apply : Under 6 years old Child or more than 76 overnight campers on that night)
	d.	The dormitory rooms distribution is managed by campsite.

2. Meal Service

Type	Meal Hour	Price (per head)
Breakfast	8:00 a.m.	\$ 31 (effective on 1/4/2018)
Lunch	12:30 p.m.	\$ 49 (effective on 1/4/2018)
Dinner	6:00 p.m.	\$ 49 (effective on 1/4/2018)
Afternoon Tea	3:15 p.m.	\$ 31 (effective on 1/4/2018)
Supper	9:00 p.m.	\$ 31 (effective on 1/4/2018)
Remarks:	a.	Minimum number of people for ordering Afternoon Tea and Supper is 20.
	b.	No food shall be brought to the retreat centre. Visitors shall not cook in the retreat centre.
	c.	Meal Hour is subject to change and will be noticed by Camp Office

3. Price for booking venue and equipments

Venue	Quota	Hourly Rate		Equipment	Hourly Rate
		A/C Fee	Extra Venue Original Price		Original Price
Assembly Hall	100	\$170	\$ 150	Notebook	\$ 40
Activity Rm 1	12	\$ 25	\$ 25	Remarks: (a) Borrower shall pay for any damage or lost of equipment (b) The Methodist Retreat Centre reserves the rights on coordinating equipment and Activity venues	
Activity Rm 2	12	\$ 25	\$ 25		
Activity Rm 3	30	\$ 50	\$ 45		
Activity Rm 4	30	\$ 50	\$ 45		
Activity Rm 5	20	\$ 35	\$ 30		
Remarks:	a.	Activity Room 3 to 5 could be combined.			
	b.	Venue fee includes basic sound system (Wired and wireless mic) (except activity room 1,2 and 5), Keyboard Piano can also be borrowed.			
	c.	Assembly Hall renting fee includes using LCD Projector, DVD player and Keyboard.Piano			
	d.	Activity Room 3, 4 and 5 renting fee includes television and DVD player			
	e.	Minimum booking hours for the Activity Room is 1 hour, overrun beyond 15 minutes would be counted as 1 hour usage.			
	f.	Minimum booking hours for the Assembly Hall is 2 hours			
	g.	All venues are opened from 8:00am - 10:30p.m. The activity venue will not be reserved if the using time is not informed by the group. For arranging venues in other time period, it must be approved by the Camp Office and additional surcharges will be applied.			

Application Form (Personal and Other Organization)

A. Applicant Particulars

Name of Organization (same as chop)	(Eng)				
	(中文)				
E-mail:		Tel:		Fax:	
Address:					
Contact Person:	(Mr/ Ms)	Fax (if any):			
E-mail:		Tel:		Mobile:	

B. Booking Information

Type of Use	<input type="checkbox"/> Day Camp	<input type="checkbox"/> Evening Camp	<input type="checkbox"/> Half-day Camp	<input type="checkbox"/> Overnight Camp
Name of Activity				
Type of Use	<input type="checkbox"/> Retreat	<input type="checkbox"/> Training	<input type="checkbox"/> Meeting	<input type="checkbox"/> Other (please specify: _____)
Participants	Total no.:	(M):	(F):	Age range:
Booking Period	First Choice	Second Choice	Third Choice	Check-in Time:
				Check-out Time:

C. Payment Details

I. Day Camp/ Evening Camp/ Half-day Camp

<input type="checkbox"/> Day Camp	<input type="checkbox"/> Evening Camp	<input type="checkbox"/> Half-day Camp	No. of participants:		Amount (HK\$)
Remarks:					

II. Overnight Camp Room Arrangement

Type of room	No. of room/unit	Number of days	Remarks	Amount (HK\$)
Single Room				
Double Room				
Family Unit (for 2)				
Family Unit (for 4)				
Family Unit (for 6)				
Remarks				
Total:				

III. Meal Service (Meal serving number is counted by each person, the ordering number shall not be less than the number of the campers, and is subject to reserve during the application or one month before the arrival date. Please contact our camp staffs if special arrangement is needed.)

Date	Serving number					Amount (HK\$)
	Breakfast	Lunch	Dinner	Afternoon Tea	Supper	
Total:						

IV. Venue Booking

Venue	Date	Morning Session (Time)	Afternoon Session (Time)	Evening Session (Time)	Amount (HK\$)
Wesley Chapel (100 Pax)					
Activity Room 1 (12 Pax)					
Activity Room 2 (12 Pax)					
Activity Room 3 (30 Pax)					
Activity Room 4 (30 Pax)					
Activity Room 5 (20 Pax)					
	Total:				

V. Equipment for Rent

Equipment	Date	Morning Session (Time)	Afternoon Session (Time)	Evening Session (Time)	Amount (HK\$)
Notebook					
	Total:				

Request Items

<input type="checkbox"/> Table _____ nos	<input type="checkbox"/> chair _____ nos	<input type="checkbox"/> whiteboard _____ nos	<input type="checkbox"/> mic _____ nos
<input type="checkbox"/> keyboard* _____ nos	<input type="checkbox"/> mic stand _____ nos	<input type="checkbox"/> orchestra stand ___ nos	<input type="checkbox"/>

*Remarks: only available at Activity Room 3-5 & Assembly Hall. This centre will try to fit on the request items.

D. Declaration

According to the Personal Data (Privacy) Ordinance, I accept / do not accept Methodist Retreat Centre to use my personal data (including name, telephone numbers, email, home address and correspondence address) for future communication, programme / service promotion and collecting opinions.

Organization Chop	
	We agree to abide by the rules and regulations of the Methodist Retreat Centre and would bear all the responsibilities otherwise.
	Signature _____ Date: _____ (applicant)
(The Organization Chop and the Signature of Organization-in charge should be presented for both Individual and Group Application)	Signature _____ Date: _____ (Organization-in-charge)
	Name: _____

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