

# Po Leung Kuk Jockey Club Tai Tong Holiday Camp

## 【Venue and Equipment Booking Form】

2/2024

Name of Organization : \_\_\_\_\_ Camping Date : \_\_\_\_\_

No of Campers : \_\_\_\_\_ Name of Contact Person : \_\_\_\_\_ Tel No : \_\_\_\_\_

	Venue / Equipment	Session ( 55 mins )	Charge ( \$ )	Remarks	
<b>Indoor Activity Venue</b>	<b>Activity Room 1</b> ( Administration Building A , G/F)	1	130	9m x 8m (72m <sup>2</sup> ) 50-65 people	Equipped with Mic , Table , Chairs , White board  With air-condition ( all year )
	<b>Activity Room 2</b> ( Recreation & Sports Pavilion )	1	60	7m x 5m (35m <sup>2</sup> ) 20-30 people	
	<b>Activity Room 3</b> (Phase 3 Leadership Camp , 1/F)	1	130	9m x 8m (72m <sup>2</sup> ) 50-65 people	
	<b>Activity Room 4</b> ( Recreation & Sports Pavilion )	1	110	5m x 12m (60m <sup>2</sup> ) 30-50people	
	<b>Day Camp Centre</b> ( Administration Building A , G/F )	1	140	10m x 9m (90m <sup>2</sup> ) 60-80 people	
	<b>Seminar Room 1</b> ( Administration Building B , 1/F )	1	200	15m x 10m (150m <sup>2</sup> ) 100-135 peoples	
	<b>Seminar Room 2</b> ( Recreation & Sports Pavilion )	1	280	18m x 10m (180m <sup>2</sup> ) 120-160 people	
	<b>Seminar Room 3</b> (Phase 3 Leadership Camp , G/F)	1	160	12m x 8m (96m <sup>2</sup> ) 65-90 people	
	<b>Game Room</b> (Club House , 1/F)	1	60	4.6m x 7.5m (34.5m <sup>2</sup> ) 20-30 people	
	<b>TV room</b> (Club House , G/F)	1	40	3m x 5m (15m <sup>2</sup> ) 10-15 people	Equipped with Table & Chairs
<b>Recreation &amp; Sports Pavilion Venue</b>	<b>Squash Court</b>	1	\$50	9m x 6m (54m <sup>2</sup> ) 30-40 people	-Provide chairs (need to be moved and arranged by client)
	<b>Stage</b>	1	80	15m x 4m (60m <sup>2</sup> ) 40 people	-Provide chairs (need to be moved and arranged by client)
	<b>Indoor Game Hall ( 1/4 of the Hall )</b>	1	250	9m x 20m (180m <sup>2</sup> ) 120 people	-Near stage -Screen partition -Provide chairs (need to be moved and arranged by client)
	<b>Indoor Game Hall</b> ( With Stage, 1/4 of the Hall )	1	320	9m x 20m (180m <sup>2</sup> ) 160 people	-Equipped with Mic -Screen partition
	<b>Indoor Game Hall</b> ( With Stage , 1/2 of the Hall )	1	580	18m x 20m (360m <sup>2</sup> ) 320 people	-Provide chairs (need to be moved and arranged by client)
	<b>Indoor Game Hall</b> ( With Stage , Whole Court ) <b>** Remark : booked the whole camp only **</b>	1	1500	30m x 20m (600m <sup>2</sup> ) 600 people	-Equipped with Mic -Provide chairs (need to be moved and arranged by client)
<b>Outdoor Activity Venue</b>	<b>Covered Area</b> ( Recreation & Sports Pavilion nearby)	1	60	18m x 6m (108m <sup>2</sup> ) (around 100 people )	-No Mic & Seat
	<b>Swimming Pool</b>	1	1500	<b>For exclusive private group booked OR Non opening hour ONLY</b>	-Life-guard attended (Exclusive private group booked only )
	<b>Parade Ground</b> ( Outside Phase 3 Leadership Camp )	1	300	24m x 24m (576m <sup>2</sup> ) 600-1000 people	-Basic lighting without spotlight -Excluding basketball courts
	5-A-Side Soccer Field / Basketball Court	1	70/*130	<b>Soccer Field :</b> 25.1m x 13.5m (339m <sup>2</sup> ) <b>Basketball Court :</b> 28.3m x 15m (424.5m <sup>2</sup> )	-No Mic & Seat * with spotlight *
		1	120/*220	<b>Phase3Basketball Court :</b> 30.15m x 18.7m (564m <sup>2</sup> )	-Basic lighting without spotlight
	Multi-Purposed Pitch	1	120/*220	30.5m x 52.7m (1607 m <sup>2</sup> )	-With spotlight (Inflatable toys are placed on both sides and cannot be move) (Not available for rent from July to October)
	<b>Outdoor Badminton Court</b> ( Recreation & Sports Pavilion nearby )	1	50	16m x 6m (96 m <sup>2</sup> )	-Day time only -No Mic & Seat
<b>Audio Visual Aids</b>	Wireless Microphone	1	20 / ^ 50	For Activity Room & Seminar Room / ^ Portable	
	LCD Projector	1	100	Indoor Only , Campsite does not provide computer	
	Special Electricity Supply	1	100	13A	

Date	Time	Venue	Equipment	Date	Time	Venue	Equipment

Remarks : 【 Venue opens from 0900 to 2230 daily】

1. Please fill in the above table and fax to 2478 1332. Venue booking is not on first-come first-served basis, the Camp has the final discretion to accept or reject any venue booking.
2. Booking of venue and equipment will be confirmed by camp staff 3-4 weeks before the camp date.
3. Venue charge will be collected at the Camp.
4. Venue booking once confirmed cannot be cancelled (except by the Camp).The Venue hirer still needs to pay one half of the venue charge even though he/she does not use any booking venue.
5. Camp Tel No : 2478 1332 Camp Fax No : 2442 3869