

# Tang Shiu Kin Scout & Guide Centre

(effective from April 1, 2018)

## Booking Instructions

Facilities :

Venue (Facilities)		Area (m <sup>2</sup> )	Maximum capacity	Application	Member / Uniformed Groups <sup>1</sup> (per hour)	Outsider Bodies <sup>2</sup> / NGO (per hour)	Non-member (per hour)	Remarks
G/F	Covered Playground	279	200	Ceremony · Game booths or Indoor Games	\$20	\$20	\$60	No air conditioning
1/F	Hall - Plastic Chair 200 - Folding Table 10	279	200	Ceremony	\$175	\$175	\$400	Air Conditioned
			200	Unit Meeting/Training	\$75	\$85	\$250	No air conditioning
					\$100	\$100	/	Air Conditioned
					\$30	\$35	/	No air conditioning
8	Badminton	\$30	\$35	\$50	No air conditioning			

### Remarks :

- 1) Members and Uniformed Groups in Hong Kong (including [Hong Kong Adventure Corps](#), [Hong Kong Air Cadet Corps](#), The Boys' Brigade, Hong Kong, Civil Aid Service Hong Kong, [Association of Hong Kong Flag-Guards](#), The Girls' Brigade Hong Kong, Junior Police Call and Auxiliary Medical Service, [Hong Kong Red Cross](#), [Scout Association of Hong Kong](#), Hong Kong Road Safety Patrol, [Hong Kong Sea Cadet Corps](#), [Hong Kong St. John Ambulance](#).) may apply for the use of venues 6 months in advance and enjoy [Members and Uniformed Groups' discount](#).
- 2) Outside Bodies include Schools, Non-Governmental Organisations, National Sports Associations, Youth Organisations and Government Departments may apply for the use of venues 9 months in advance (Monday - Thursday, inclusive of Thursday night to Friday 13:00) and enjoy [Outside Bodies' discount](#).
- 3) NGO applicant 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.
- 4) Opening Hours : Monday to Sunday : 9:00 to 22:00 ; Statutory Holiday 9:00 to 17:00
- 5) National Sports Associations can apply for the use of venues 12 months in advance for national event.
- 6) The Association only accepts application on behalf of groups, organizations or companies. Individual applications will not be entertained. Non-member applicants must include Group / Company / Organization stamp on the application form.
- 7) Applicants must be over 21 of age.
- 8) Applicants must read the booking instructions, campsite pamphlets and user's regulations before making any applications.
- 9) No parking spaces are provided at the Centre
- 10) Basic Booking charge : Hourly Lowest usage 2 hours
- 11) Wireless Mic & Amplifier : \$70/ Time
- 12) 10% discount will be offered to continuous booking of **HALL** for 15 days or more
- 13) Please complete and return the application form with payment (cheque) to "The Hong Kong Girl Guides Association – TSK S/G CTR MGT A/C" before deadline. (post dated cheque not acceptable)
- 14) All payments are non-refundable or postpone except for extreme weather conditions (Please refer to the User's Regulation for details).
- 15) Any refund request must be made in writing to the Center-in-charge within 30 days after your booking, the Scout Association of Hong Kong and the Hong Kong Girl Guides Association reserves the right of final decision in the event of any dispute and reserves the right to modify or terminate the Policy, at any time, in its sole discretion, and without prior notice.

Enquiry Tel : (852)2425 5999