

**Service Mission: A Space for Youth Diversified Development****I. Types of Application**

1. Half-day camp, Day camp, Evening camp and Residential camp: Service charges are calculated according to selected plan (Plan A / Self selection Plan)
2. The Village only accepts applications from registered organizations. For individual application, the applicant should be a Breakthrough Serve Club member, Breakthrough staff or an enrolled volunteer.
3. The Village does not accept applications from any travel agencies for the commercial use as a hotel or hostel.

**II. Application Submission**

1. Applicant should submit a completed application form. Selection of successful applications is on first-come-first-served basis and is decided by the nature of activities (youth activities is a top priority). Applicants will be informed 6 months prior to the camping period no matter the application is successful or not. For applications made within 6 months prior to the camp date, applicants will be informed 2 weeks after application forms received.
2. Besides special arrangement, application made less than 7 working days in advance will not be entertained.

**III. Payment**

1. Once application is accepted, a deposit of 50% of the total camp service fee should be made on or before the payment due date shown on the invoice. The balance should be made 1 month before the camp date. Bookings will be considered automatically withdrawn and previous payment will be forfeited if payment is not made within the specified time
2. Once application is accepted, written notice should be submitted for cancellation of booking. 50% of the total service fee will be charged by the Village if notice of cancellation 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 date, all payment will be forfeited.
3. Once application is accepted, written notice should be submitted for any change of camp date. If written notice is received 1 month before the camp date and can be changed to a new camp date successfully, 20% of the total fee will be charged as administration fee, and the remaining balance will be automatically transferred into the new booking. The new camp date should be within 6 months after the original camp date. Only ONE time of such arrangement is allowed. Notification received less than 1 month prior to the camp date will be treated as cancellation. All payment will not be refunded.
4. Once application is accepted, the total fee can be adjusted due to deduction of the number of participants providing that the number deducted not exceeding 50% of the total number. Written notice should be received 1 month before the camp date. Otherwise, the original total amount will be charged.
5. Once application is accepted, applicants must inform the Village and settle all extra payment if there is any increase of number of participants.
6. Payment method: Cash, cheque, bank transfer or FPS. Please refer to the invoice for details.
7. When payment is received, receipt will be issued and handed to the person in-charged during check-in. Receipt may be sent by mail before the camp date upon request

**V. Important Notes**

1. The responsible applicant must be over 18 years of age and staying at the Village together with the group.
2. Any individuals who are not belong to any participating organizations or without approval from the Village will not be entertained
3. The camp service fee will be waived for children aged 3 or below. Meal fee is charged if meal is required.
4. Children aged 12 and below should be accompanied by parents or guardians.

**VI. Pre-Camp Site Visit Service**

To facilitate organizations in preparing their camp activities, pre-camp site visit service is provided to organization representatives. Appointment should be made at least 1 week before the visit. Only ONE time of pre-camp site visit service will be arranged for each successful application. The visitors should not stay more than 1 hour. The maximum number of visitors is 5. Any other than above, a service fee of half day/day camp will be charged.

**VII. Arrangement under Bad Weather****1. Before Camp:**

- a) Tropical Cyclone Warning Signal No. 1 / Red Rainstorm Warning Signal: Normal Operation
- b) Tropical Cyclone Warning Signal No. 3 or above / Black Rainstorm Warning Signal: The operation of the Village will be suspended. If the Tropical Cyclone Signal No. 3 or above / the Black Rainstorm Warning Signal is hoisted 2 hours before the check-in time (refer to [I Camp Type] of the 'Service Charges'), all booking on that day will be cancelled. Affected groups can either request for a new camp date or having refund for all payment. If the accommodation period is more than 1 night, organizations should show up in the following day (i.e. 9 a.m.) once signal(s) is lowered. Otherwise, no refund will be made for the period after the Village resumes service

**2. During Camp:**

- a) Tropical Cyclone Warning Signal No. 1 / Red or Black Rainstorm Warning Signal: All campers should stay inside the Village and stop all outdoor activities.
  - b) Tropical Cyclone Warning Signal No. 3 or above: Organizations are requested to stop all activities and leave the Village according to staff's instruction. A pro-rata refund will be arranged.
3. If Education Bureau announces school class suspension due to bad weather, all school campers should either cancel the booking or leave the Village according to staff's instruction. Change of camp date or refund will be arranged.
  4. For cancelled booking due to bad weather, organization representative should provide a written letter for refund requisition within 2 weeks starting from the alleged camp date. Otherwise, requisition will be automatically considered withdrawn and all payment will be forfeited

**VIII. Other:** For the camp regulations, please refer to 'Camp Regulations'**IX. Obtain a Reservation Form**

1. Download from Breakthrough Website: [www.breakthrough.org.hk](http://www.breakthrough.org.hk).
2. Service Hotline: 2632 0100. (Mon, Wed – Fri: 9 am–12:45pm & 2pm–5:30pm, Tue: 2 pm–5:30 pm, except Sat, Sun and public holidays).