

## **Booking Procedures and Important Notes**

### **1. Fact Sheet**

Teepee Village and Herbs Garden Lodging Recommended Capacity :

12' teepee	(for 4 ppl or less)
16' teepee	(for max 6-8 ppl)
26' teepee	(for max 16-20 ppl)
Quechua Family Tent	(for max 8 ppl)

(length refers to diameter of teepee)

Service Hours for Overnight Lodgers :

Check-in time	3:00pm	Check-in after 7pm has to be confirmed in advance
Check-out time	12:00noon	Check-out before 10am has to be confirmed in advance in order to have any of the Damage & Cleaning Deposit refunded.

Kiosk Opening Hours and Services

Opening Hours	9:30am – 7:30pm (April – December) 9:30am – 6:00pm (January – March)
Drinks for sales	Canned soft drinks, juice drinks, bottled waters, tonic water & soda water, canned beers
Snacks for sales	Chips, instant noodles and ice-cream
Beach toys for sales	Frisbee, beach balls, water guns, buckets and spades

### **2. Transportation Methods:**

Via Tung Chung	You can drive or take either the MTR Tung Chung line or any "E" line buses to Tung Chung, then take on the New Lantau Bus No. 11, 23 or A35 at the Tung Chung Bus Terminus (next to the MTR station). Get off at Butterfly Crest bus stop at Cheung Fu Street, Cheung Sha. These buses take approx. 20 mins.
Via Mui Wo	By ferry at Outlying Ferry Pier No. 6, Central to Mui Wo - approx. 30 mins. by fast ferry and approx. 1 hour by ordinary ferry. Then get on New Lantau Bus No. 1, 2, 4 or A35, and get off at Butterfly Crest bus stop at Cheung Fu Street, Cheung Sha. These buses take approx. 20 mins.
Coach Rental (booked by the clients)	Transportation can be arranged by clients. Note : clients must fill in the application form of "TD 348B" – "Lantau Closed Road Permit" and "Tung Chung Road Prohibited Zone Permit" and submit to Transportation Department attached with other supporting documents not less than 3 weeks and not more 3 months before the date of purported use. For details, please visit <a href="http://www.td.gov.hk/public_forms/td_forms/permit/index.htm">"http://www.td.gov.hk/public_forms/td_forms/permit/index.htm"</a> . In this regard, Palm Beach is not obligated to any failure application.
Coach Rental (booked by Palm Beach)	Full payment has to be paid upon confirmation. Palm Beach will not be responsible if there is any failure of service provision by outside coach companies. If there is any additional charge raised by the coach company in related to the booked services, client has to absorb the amount in full.

### **3. Teepees, Family Tents Lodging and Party Venue Booking**

To book the Teepees, family tents or venue for parties, please contact our Booking Office at 2980 4822 or email to [info@palmbeach.com.hk](mailto:info@palmbeach.com.hk).

### **4. Payment**

Booking made more than 14 days prior to event	30% confirmation deposit need to be paid at specific date. The balance needs to be settled 7 days before event, otherwise, the application will be considered default.
Less than 14 days prior to event	The full payment needs to be settled at specific date.

As to secure the booking, client has to pay for the deposit of lodging or party venue within a week. The 30% confirmation deposit made cannot be refunded or transferred to other payments.

## 5. Payment Method

Cash	Cash payment to <b>Palm Beach</b> office
Cheque payment	Crossed cheque payable to "Beach Action Consultancy Company Ltd" send to <b>Palm Beach</b> office 5 days before due day
Direct bank transfer	<b>HSBC</b> account No. 400-579843-838. Please keep and send a copy of deposit slip for Palm Beach's verification
International Payment	Bank Name : The Hong Kong and Shanghai Banking Corporation Ltd Bank Address : Hong Kong Main Office, 1 Queen's Road, Central, HK Swift Code : HSBCHKHHHKH Account Name : Beach Action Consultancy Co Ltd Account No. : 004-400-579843-838 (for HKD payment only) Please be reminded to include an addition of HK\$60 bank charge in every international payments.

## 6. Cancellation

Notice of any cancellation must be received by the Company in writing at least 7 days in advance of the event if any balance payment (70%) has to be refunded.

## 7. Bad Weather Arrangement for Party, Teepee and Family Tent Bookings

A) Before party event starts / lodging check-in time (3pm):

Tropical Cyclone Warning Signals No. 1 / 3 or Yellow Rainstorm Warning	Normal Operation
Tropical Cyclone Warning Signal No. 8 or Red / Black Rainstorm Warnings	All services will remain in operation as if the Tropical Cyclone Warning Signal No.8 or Red/Black Rainstorm Warning has been turned off 2 hours prior to party event start time / lodging check-in time (3pm).  If the Tropical Cyclone Warning Signal No.8 or Red / Black Rainstorm Warning is in force / will be hoisted within 2 hours prior to the party event start time / lodging check-in time (3pm), all bookings will be cancelled and rescheduled (within 30 days from the date of the booking).
Education department announces all primary and / or secondary school classes are terminated due to the bad weather	Primary and / or secondary school bookings will be cancelled and rescheduled (within 30 days from the date of the booking).

B) During party event or camp:

Tropical Cyclone Warning Signals No. 1 / 3 or Yellow Rainstorm Warning	Normal Operation
Tropical Cyclone Warning Signals No. 8 or above or Red / Black Rainstorm Warning	Bookings will be dismissed where no reschedule of event will be arranged.
Education department announces all primary & secondary school classes are terminated due to the bad weather	Bookings will be dismissed where no reschedule of event will be arranged.

Remarks : The Company reserves the right to enforce the above arrangements during bad weather.

## 8. Photography Consent Release

The Centre regularly reproduces photographs of people for teaching, demonstration and publicity purposes in its publications, marketing material and on its web site. On various occasions, the Clients may be photographed at the Centre. The Clients are invited to release their interests in their photographs taken at the Centre, the waterfront of the Centre or at any outing activities arranged by the Centre for the said purpose to Palm Beach. Any refusal of consent is required to be given to the Centre at [info@palmbeach.com.hk](mailto:info@palmbeach.com.hk) in advance of their arrival at the Centre. The Centre will not be liable to the Clients for any interest in the publication or use of those photos if the said consent is not refused.