



Kadoorie Farm and Botanic Garden

GROUP VISIT PROGRAMME



Lam Kam Road, Tai Po, New Territories, Hong Kong
www.kfbg.org



About Kadoorie Farm and Botanic Garden (KFBG)

KFBG is located on a picturesque 148-hectare hillside in the New Territories of Hong Kong with a mission 'To harmonise our relationship with the environment'. We have gardens, forest walks & educational displays featuring themes on South China biodiversity, native wildlife conservation, organic farming and sustainable living. KFBG is a unique place and offers wide-ranging educational opportunities for the public.

About the Group Visit Programmes

1. Self-guided Visit

	Per head
Admission Fee:	
Adult and child aged over 11	\$40
Child aged 5 to 11	\$20
Whole-day schools, registered charities and government groups	\$20
Child aged below 5, senior citizen aged 60 and above and registered disabled individuals and groups	FREE

Visiting groups requesting concession admission fee below \$40 must make applications four weeks in advance, and must provide all supporting documents specified in the online application form.

Group Size: Any visiting group of over 20 people requires advance booking and should fill in the online application form. Each group should not exceed 300 people per day. A minimum ratio of 1:12 adults to students / young persons is required. Large groups should split into subgroups of 12 students for the entire visit to enable a meaningful experience.

Notes: KFBG has the right to refuse entry of any visiting group without a permit, prior booking or insufficient adult supervisors

2. Guided Tour Service

Target Groups: Registered schools, tertiary institutions and Universities, Government departments, charity and business organisations.

Duration: Approximately 2.5 hours (Morning session 0930 – 1200 hours / Afternoon session 1400 – 1630 hours). Guided tour services are not available on Saturday, Sunday and public holidays.

Location: Lower Area

	Per head
Fee:	
Adult and child aged over 11	\$55
Child aged 5 to 11	\$20
Whole-day schools, registered charities and government groups	\$20
Child aged below 5, senior citizen aged 60 and above and registered disabled individuals and groups	\$5

Group Size: Minimum of 15 to a maximum of 40 persons (teachers/leaders inclusive). A minimum ratio of 1:12 adults to students / young persons is required.

Notes: In order to ensure that all groups are given the opportunity to enjoy the KFBG tour service, each visiting group can submit only one application for a guided visit service per month. All applications will be accepted on a first-come, first-served basis.

Guided Tour Service

Part 1: Eco – Tour

1. Native wildlife in Hong Kong and South China, and the threats to wildlife
2. Habitat restoration
3. Relationship between organic farming, sustainable lifestyle and nature conservation

Walking Route at KFBG

Reception ▶ Pigsties ▶ Piers Jacobs Wildlife Sanctuary ▶
Raptor Roost ▶ Native Mammal Display ▶ Eco-garden ▶
Amphibian and Reptile House ▶ Plants and Us Greenhouse

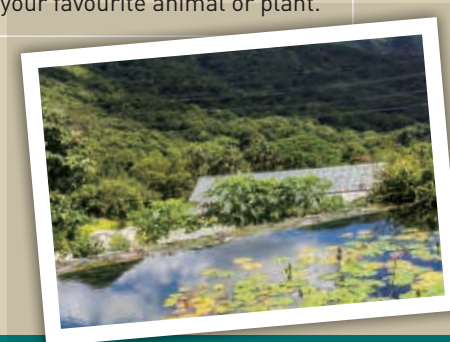


Part 2: Experiential Activity (Optional)

Day of the week	Experiential Activity
Mondays & Thursdays	Animal Keeper Talk Do you want to know how KFBG staff work with wild animals? This is an opportunity for you to meet with our Animal Keepers and learn about how they take care of wildlife.
Wednesdays	Sensory Walk & Pot Planting A sensory journey using all of the senses for participants to connect with a wide range of herbs. We will also demonstrate how to propagate houseplants by stem cuttings, which is the most commonly used method to propagate for woody plants or herbs. You can make your own potted plant and take it back home.
Fridays	Origami Workshop There is joy to be had from transforming a piece of paper into your favourite animal or plant.

- * The allocation of places will be on a first-come-first-served basis
- * In case of unstable weather, KFBG has the right to cancel the experiential activity
- * The walking route of the Guided Tour Service may vary subject to the number of tour group members

Format: Interpretation, guided visit, experiential and self-reflection activities
Target Group: All
Duration: approximately 2.5 hours
Maximum Group Size: 40



For other educational programmes available to general groups, please visit the KFBG website at <http://www.kfbg.org>

Application

For the group size of 20 or above, please fill in the Online Application Form for Group Visit Programme. In order to facilitate processing of your application, please submit the completed application form along with copies of certificate of school registration OR a charitable institution which is exempt from tax under Section 88 of the Inland Revenue Ordinance to KFBG at least 4 weeks in advance. All registered whole-day schools, charities and government groups should submit application along with related supporting documents.

Confirmation Procedures

Self-guided Visit

1. KFBG will make confirmation with the applicant by email within 2 weeks upon the receipt of the online application form.
2. An email notification will be emailed to successful applicants 2 weeks before the date of the visit. Applicants should present a printed copy of the email notification to our Reception Office upon arrival.
3. Successful applicants are required to pay the admission fees upon arrival on the day of the visit.
4. KFBG reserves the right to refuse or limit admission for operational reasons.
5. Admission to the Farm is also governed by conditions as stipulated in KFBG By-Laws. If an organisation fails to follow the visitors' guidelines or any information provided by the applicant organisation is found to be false or misleading, KFBG reserves the right to cancel the application and charge the full amount of admission fee.
6. Each successful application only allows for a single entry into KFBG.
6. Should there be any controversy, KFBG reserves the right of final decision.

Guided Tour Service

1. KFBG will notify the applicants about the application results by email within 2 weeks upon the receipt of the online application form.
2. After confirmation, a crossed cheque should be made payable to 'Kadoorie Farm & Botanic Garden Corporation' and sent to 'Education Department, Kadoorie Farm & Botanic Garden, Lam Kam Road, Tai Po, N.T.' 3 weeks before the tour date.
3. Upon receipt of the cheque, an email notification will be emailed to the successful applicants. Please bring along a printed copy of the email and register at the Reception on the tour date.
4. Any request for changes or cancellation of booking must be submitted by email to info@kfbg.org at least 1 month before the scheduled visit date. Otherwise, changes and refund (if applicable) will not be considered unless it is cancelled due to inclement weather condition.
5. If the number of tour group members is more than that stated on the application form, the applicant will pay the price of the difference. If there are fewer tour group members than that stated on the application form, KFBG will not refund the payment.
6. KFBG reserves the right to refuse or limit admission for operational reasons. Admission to the Farm is also governed by conditions as stipulated in KFBG By-Laws. If an organisation fails to follow the visitors' guidelines or any information provided by the applicant organisation is found to be false or misleading, KFBG reserves the right to cancel the application and charge the full amount of admission fee.
7. Each successful application only allows for a single entry into KFBG.
8. Should there be any controversy, KFBG reserves the right of final decision.

Opening Hours

Monday to Sunday 0930 – 1700 hours (No entry after 1600 hours)

(Please check with our Reception Office at 2483 7200 about the opening hours of our thematic display houses).

Duties of Leaders / Teachers

1. Ensure the visitors/students follow the 'Visitors' Guidelines' shown on the email confirmation.*
2. Ensure the group stays together and follows the instructions as given by the interpreter.

* KFBG reserves the right to terminate any visits where a group fails to comply with the guidelines.

Inquiries

1. Guided Tour Service: KFBG Education Department
Tel: 2483 7200 Email: education@kfbg.org
2. Self-guided Visit: KFBG Reception Office
Tel: 2483 7200 Email: info@kfbg.org

You may also visit our website at www.kfbg.org for more information.

Food and Beverage Catering Service

1. Sun Garden Cafe at Kadoorie Farm and Botanic Garden serves a variety of vegetarian food, snacks and drinks.
2. If you are coming to visit KFBG as a large group, we recommend that you place your orders, at least 1 week in advance, for food and drink, prior to your visit here.
3. To place your orders or for special requests and details of the catering services available at the Cafe, please contact the Cafe Supervisor at 2488 9945 (direct telephone line/faxline) or by email at gardencafe@nlpra.org.hk
4. To view the Cafe Menu and Food Ordering Form, please visit www.kfbg.org.

Vehicle Arrangement

1. Limited parking spaces are available. Prior online booking of parking spaces is available within the next 30 days.
2. KFBG offers a shuttle bus service for visitors to visit Upper Area.

Visitors' Guidelines

1. Kadoorie Farm and Botanic Garden (KFBG) is a conservation and education centre. Please be environmentally conscious and help us preserve the harmony of nature for people and wildlife.
2. Please be conscious of your own safety. Be careful around steep slopes, terraces and bridges and keep children under control.
3. Except with the written permission of the Executive Director, persons under the age of 16 years are required to be accompanied by a person of at least 18 years of age who is responsible for the activities of the young person.


4. Gathering place should be at Reception Plaza.
5. Please keep KFBG clean.
6. No picking, snapping or moving plants in KFBG.
7. No feeding, catching or disturbing any animals in KFBG.
8. No removing stones or damaging the facilities in KFBG.
9. No animals can be brought into KFBG.
10. No lighting of fires or setting-up barbecues in KFBG.
11. Photography for commercial purposes is not permitted.
12. Smoking is only permitted at the designated Smoker's Den.
13. Visitors should refrain from walking on terraces, in streams or restricted areas.
14. Young people are required to behave in an orderly and safe manner; shouting and charging around, which are not conducive to a safe and meaningful learning experience, are not permitted. Teachers / Group Leaders are responsible for the behaviour of the young people in their care.
15. A maximum ratio of 1:12, adults to young people, is expected so as to facilitate a positive, safe, learning experience. Large groups should split down into subgroups of 12 students for the entire visit to enable a meaningful experience. Teachers and other leader that do not follow this ratio may be asked to leave.
16. Visitors must not operate or play, or make any sounds on, any musical or other instrument, including any sound device, loud hailer, gramophone or radio apparatus, or sing any song or shout without the written permission of the Executive Director. Please keep quiet while passing by rehabilitation centres or any animal cages.
17. Visitors must not advertise, deliver a public speech, lecture, prayer, scripture or sermon, or hold or take part in a public gathering, meeting or procession as defined in the Public Order Ordinance (Cap 245) without the written permission of the Executive Director.
18. Visitors must not except with the Executive Director's written permission display any notice, sign, poster, banner, placard, bill or advertisement or any similar picture, wording or decoration to, or upon any part of any building, wall, post, seat or any other structure forming part of the Garden or to any tree or other natural feature.
19. Only enter KFBG through the designated entrance at the Reception or Vehicle Entrance on Lam Kam Road, unless you have written permission from the Executive Director to do otherwise.
20. Hikers coming off Tai Mo Shan are not permitted to cross the main boundary of KFBG. To come off Tai Mo Shan they may cross the upper boundary of KFBG's Short Term Tenancy and walk along the SKY Trail in an easterly direction and take the public path down to Ng Tung Chai.
21. Please take care of children when visiting KFBG.
22. Please wear appropriate clothing (e.g., sport/hiking shoes, sport clothes & hats) and bring along umbrellas or raincoats, in case of bad weather.
23. Please do not fly a kite, model aircraft, balloons or other similar devices in KFBG.
24. Please do not use obscene or foul language.
25. KFBG reserves the right to terminate any visit in circumstances where visitors fail to comply with these guidelines or the KFBG Bylaw.

There is **no bottled water available at KFBG**. However, we do have drinking water machines that can supply water for a re-fill. Please remember to bring your own refillable water bottle on your visit to KFBG.

Measures for Bad Weather

The following measures will be taken should any weather warning signal(s) be hoisted 2 hours prior to the starting time of the visit:

Closed

 Typhoon Signal No. 8 or above

 Black Rainstorm Warning  Red Rainstorm Warning  Landslip Warning

— After Typhoon Signal No.8 has been replaced by Typhoon Signal No.3 or No.1, KFBG will remain closed until emergency clearance or urgent repair work due to typhoon damage is completed.

— KFBG will be closed for 24 hours after Red, Black Rainstorm Warning or Landslip Warning to let soil dry out.

Open, but visitors are asked to avoid the Upper Area. Vehicles are not permitted in the Upper Area if bad weather prevails.

 Amber Rainstorm Warning  Thunderstorm Warning

 Typhoon Signal No. 3  Typhoon Signal No. 1

Activities and routes of guided tour are subject to changes depending on weather conditions.