

道風山服務處
TAO FONG SHAN SERVICE UNIT
TAO FONG SHAN FOUNDATION LIMITED

TAO FONG SHAN
For Retreat, Study and Dialogue

Application Guidelines
for Visiting Tao Fong Shan

1. Please submit your application letter with organisation letter head / organisation chop by stating the organization name, visiting date, time (maximum staying period is 3 hours from 9:30am to 4:30pm), purposes, number of visitors, contact person and telephone number.
2. Send the application letter at least 1 month in advance before the visiting date by:
 - (i) fax: 2694-4020
 - (ii) post: Administration Department, Tao Fong Shan Service Unit, 33 Tao Fong Shan Road, Sha Tin, N. T., Hong Kong; or
 - (iii) email: admin@tfssu.org
3. Our earliest reply letter will be sent 1 month before the visiting date.
4. For meals, conference venues and transport arrangement, please contact the staff of Pilgrim's Hall (Retreat Centre) at Tel: 2691 2739.
5. We would appreciate your cooperation in helping us to maintain a tranquil atmosphere for rest and spiritual renewal during your visit as approved:
 - a. Please keep in mind that this is a place that hosts silent retreats.
 - b. Keep clean and quiet while visiting TFS.
 - c. No photo taking inside the Christ Temple, the Lotus Crypt and the Art Shop.
 - d. The largest size of vehicle driving up to Tao Fong Shan is 24-seats van.
 - e. Visit will be cancelled when typhoon signal No.3 or above or Red/ Black Rainstorm Warning is hoisted at or before 7:05am (for morning visit) and at or before 1:05pm (for afternoon visit)
6. For donation to support the maintenance work of Tao Fong Shan, a crossed cheque made payable to "Tao Fong Shan Foundation Limited" can put into the donation collection box inside the Christ Temple or send us by post.
7. Tao Fong Shan Service Unit reserves the right to change the above-mentioned regulations for group visit without prior notice.
8. For inquiries, please feel free to contact us at Tel: 2694-4023.

April2014v