



道風山服務處
TAO FONG SHAN SERVICE UNIT

TAO FONG SHAN - For Retreat, Study and Dialogue

Application Guidelines for Visiting Tao Fong Shan

1. An application letter should be sent to our office at least 1 month prior to the visiting date by (i) email: admin@tfssu.org; (ii) fax: 2694-4020; or (iii) post: Administration Department, Tao Fong Shan Service Unit, 33 Tao Fong Shan Road, Sha Tin, N. T., Hong Kong.
2. Please clearly indicate the following information on the application letter: organization name, visiting date and time (maximum staying period is 2 hours from 9:30am to 4:30pm), purposes, number of visitors, contact person and telephone number. Please also mention in the letter if guided tour is required. Application letter written on stationery with organisation letter head and chopped by organisation chop is preferable.
3. Our earliest reply letter will be sent 1 month before the visiting date.
4. 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)
5. For booking of meals and indoor venues for activities as well as transport arrangement, please contact the staff of Pilgrim's Hall Retreat Centre at Tel: 2691 2739.
6. Please note that our car park entrance can only allow 24-seats bus or smaller vehicle.
7. We would appreciate your cooperation in helping us to maintain a tranquil atmosphere for rest and spiritual renewal during your visit as approved. Please remember that TFS a place that hosts silent retreats. Your group should be reminded to keep quiet during the visit.
8. For donation by cheque 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 at Tao Fong Shan Service Unit office or send us by post to the mentioned above address.
9. Tao Fong Shan Service Unit reserves the right to change the above-mentioned regulations for group visit without prior notice.
10. For inquiries, please feel free to contact us at Tel: 2694-4000 / 2694-4023.