

康樂及文化事務署經由康體通預訂的康樂設施
Booking of LCSD Leisure Facilities through Leisure Link

取消預訂設施申請

Application for Cancellation of Booking

(最少兩個曆日前申請取消租用段節)

Apply for cancellation **at least two days before** the booked session)

由康體通服務中心填寫 For Official Use	
完成釋放	
職員姓名及職位： Name & Post of Officer：	
簽署：	日期：

本人現申請取消下列以本人名義預訂的康樂設施，並同意已繳付的租用費不會發還：

I would like to apply for cancellation of the following booking of leisure facility under my name. I agree that the hiring charge paid would be forfeited:

場地名稱： Name of Venue:	_____	使用日期： Date of Use:	_____
設施/場號： Facility/Court No.:	_____	使用時間： Time of Use:	_____
預訂編號： Booking No.:	_____	夾附用場許可證： Permit Attached:	#是 / 否 #Yes / No

請刪去不適用者。 Please delete as appropriate.

現將原來的用場許可證(編號：_____)交回。

The original permit, Audit No.: _____, is returned herewith.

本人遺失原來的租用證，如果尋回該租用證，本人定會交還康樂及文化事務署。

I declare that the original permit was lost. If the permit is found, I will return it to the Leisure and Cultural Services Department.

*申請人簽署： *Signature of Applicant:	_____	聯絡電話： Contact Telephone	_____
申請人姓名(正楷)： Name of Applicant (Block Letters):	_____	傳真： Fax:	_____
申請人護照/身份證首四個號碼(包括英文字母)： First four digits of Passport/HKIC No.:	_____	日期： Date:	_____

* 未滿 18 歲的申請人須由家長或監護人簽署。
For applicants aged below 18, their parent/guardian's signature should be obtained.

(由收表辦事處填寫 For Official Use)

致：康體通服務中心當值主管(傳真:23774066)

請在康體通系統釋放有關已付款租訂的康樂設施，供其他人士預訂。

收表日期及時間：_____ 收表職員姓名及職位：_____ 收表場地：_____

收表場地傳真號碼：_____ 收表場地聯絡電話：_____ 租用場地傳真號碼：_____

收表場地當值主管核查日期及時間：_____ 當值主管職位及簽署：_____

接獲申請通知 (收到申請後發給申請人)

Acknowledgement (To be given to the applicant on the receipt of this application)

致：_____先生/女士

To: Mr/Ms

你要求取消的預訂設施申請及編號 _____ 的租用證已經收到。租用的場地/設施為 _____ 及租用日期及時間是 _____。

I acknowledge the receipt of the application for cancellation of booking and the permit no. _____ for hiring of _____ (Venue/ Facility) at _____ (Time) on _____ (Date).

職員姓名及職位：_____ 日期及時間：_____

Name and Post of Officer: _____ Date and Time: _____

注意事項 Notes

1. 請將填妥的申請表格，連同原來的用場許可證(如適用)，於所申請取消的租用段節**最少兩個曆日前**交回康樂及文化事務署設有「康體通」的康樂場地訂場處。
Please return the completed application form with the original permit, if available, **at least two days before** the booked sessions to any Leisure Link booking counter of leisure venue managed by the Leisure and Cultural Services Department.
2. 申請人提供的資料只供用作處理申請取消經由康體通預訂的康樂設施日後聯絡之用。申請人如欲更改或索取所申報的個人資料，請與接受申請的訂場處職員聯絡。申請人如未能提供所需的個人資料，本署可能無法處理有關申請。
The information provided by the applicant will be used for processing the cancellation of booking of LCSD Leisure Facilities through Leisure Link and for future contact purpose only. If applicant wishes to amend or retrieve the personal information provided, please contact the staff of the booking counter who has accepted the application. If applicant fails to provide the required personal information, the LCSD may not be able to process the application.