

康樂及文化事務署
免費康樂設施
Booking of LCSD Non-fee Charging Leisure Facilities
取消預訂設施申請
Application for Cancellation of Booking

由辦事處填寫
For Official Use

收表日期:
Date of Receipt:

本人現申請取消下列以本人名義預訂的免費康樂設施：

I would like to apply for cancellation of the following booking of non-fee charging leisure facility under my name:

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 : _____

夾附租用証：
Permit Attached: _____
是 / 否
#Yes / No

請刪去不適用者。Please delete as appropriate.

- ☐ 現將原來的租用証（編號：_____）交回。
The original permit, Audit No.: _____, is returned herewith.
- ☐ 本人遺失原來的租用証，如果尋回該租用証，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: _____

申請人姓名(正楷)：
Name of Applicant (Block Letters): _____

申請人護照/身份証首四個號碼：
First four digits of Passport/HKIC No.: _____

聯絡電話：
Contact Telephone Number: _____

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.

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 _____ 的租用証已經收到。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：
Name and Post of Officer: _____
日期
Date : _____

注意事項 Notes

1. 請將填妥的申請表格，連同原來的租用證(如適用)，交回康樂及文化事務署各康樂場地訂場處。
Please return the completed application form with the original permit, if available, to any 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 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.

LCS 841a