

Official Use	
No.	Date

Application Form For Use Of Leisure and Cultural Services Department
Sports Ground For Athletic Meets/Sports Activities/Other Revenue Generating Events

1.	Name	Position
2.	Organization	
3.	Venue required	
4.	Date(s)	
5.	Time(s)	
6.	Do you require athletic equipment –	Yes*/No*
7.	What is the purpose of use –	School Sports*/Athletic Meet*/ Other Events (please specify)
8.	Do you require the central grass pitch –	Yes*/No*
9.	If yes at 8, please specify purpose & time	
10.	Name of person in charge during use: Mr. /Ms.	Tel No. _____

* Please delete as appropriate

If this application is approved, I hereby undertake on behalf of (name of organization) to meet, on demand by the Leisure and Cultural Services Department, all charges and additional charges arising from the hiring, and to meet the cost of repairing any damage caused and of repairing or reinstating or replacing any equipment, apparatus, fitting, facility or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during this function.

I undertake to observe the Conditions of Use of Leisure and Cultural Services Department Sports Grounds, Pleasure Grounds Regulation and other regulations in force.

I agree to indemnify the Leisure and Cultural Services Department in respect of any death, injury, loss or damage suffered by any person resulting from any cause arising from the hire or use of the sports ground during the period of hire.

I shall ensure only competitors and officials will be allowed to enter the grass pitch for the purpose of _____.

Signature _____

Name _____
(In Block Letters)

I. D No.: _____
(First four digits only)

Post held _____

Date _____

Remarks : This form when completed should be returned with stamped self-addressed Envelope to the relevant booking office. Please contact the office-in-charge of the sports ground _____ days for field arrangement.

The information provided on this form will be used for application for use of Leisure and Cultural Services Department's Sports Ground. For correction of or access to the personal data thus provided, please contact respective booking offices.