



申請使用康樂及文化事務署轄下的康體設施
Application for Use of Leisure and Cultural Services
Department Recreation and Sports Facilities

由辦事處填寫 For Official Use		
編號 No.	收表日期 Received Date	組別 Cat.

(1) 機構名稱 / 申請人姓名
Name of Organization / Applicant :

(2) 郵遞地址
Postal Address :

(3) 電話號碼
Tel. No.:

(4) 傳真號碼
Fax No.:

(5) 註冊證書 / 身分證號碼 (首四個號碼)
Registration Certification / Identity Card No. (First 4 digits) :

(6) 擬租用的設施
Name of Facilities Required :

(7) 需用設施 (請在適當位置填寫所需設施數目)
Facilities required : (Please indicate number of facilities required)

_____ 籃球/排球/羽毛球場 *Basketball/ Volleyball/ Badminton Court	_____ 足球/欖球/曲棍球場 Soccer/ Rugby/ Hockey Pitch	_____ 壁球場 Squash court	其他 : _____ Others :
_____ 網球/練習場 Tennis/ Practice court	_____ 活動/舞蹈/多用途活動室 Activity/ Dance/ Multi-purpose Room		

(8) 用途
Purpose of use :

(9) 租用日期 (請列明)
Period of use : (Please specify)

(10) 租用時間 (請列明)
Time of use : (Please specify)

(11) 預期參與人數
Expected number of participants :

(12) 會否向參加者收取費用
Will you collect fees / Charges from the participants ? * Yes/ No
如果會, 收費多少?
If yes, how much \$ _____ per person

(13) 活動會否帶來其他收入
Will any other income be derived from the activity ? * Yes/ No
如果會, 收入多少
If yes, (i) how much \$ _____ (ii) source (please specify) : _____

(14) 會否租用音響系統 (如適用)
Will you hire the Public Address System ? (If applicable) * Yes/ No

(15) 租用期間的負責人
Name of person in charge during use:
先生/女士
* Mr./ Miss / Mrs. _____ 職位
Position Held : _____
身分證號碼 (首四個號碼)
I.D. No. (First 4 digits) _____ 電話號碼
Tel No. : _____

* 請刪去不適用者
Delete as appropriate

如申請獲批准，本人代表 _____ 承諾在收到康樂及文化事務署的付款通知書後，即時支付租用場地的所有費用，並支付因損毀而需作出修理的費用，以及修理、重新設置或更換任何在活動期間被損毀、毀壞、盜竊或移走的器材、設備、裝置、設施或其他財物的費用。

If this application is approved, I hereby undertake on behalf of _____ to meet, on demand by the Leisure and Cultural Services Department all charges arising from the hiring of the Venue and to meet the cost of repairing any damage caused and of repairing of reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged or destroyed, stolen or removed during this function.

本人閱悉並承諾遵守康樂及文化事務署康體設施的一般租用條件。如在租用期間，由於或因為本人在使用場地時，本人或該獲授權人士的疏忽而導致場地任何人蒙受任何損失、損、損傷或死亡，以致該人對署方提出任何訴訟、申索或要求，則本人須向署方作出彌償。

I have read and undertake to observe the General Conditions of Use of Leisure and Cultural Services Department Recreation and Sports Facilities and agree to indemnify the Leisure and Cultural Services Department against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death arising out of or as a result of the use of the Venue or any person authorized by me to use the Venue due to my negligence or on the part of such authorized person during the period of hire.

簽署
Signature : _____

姓名（正楷）
Name in BLOCK letters : _____

日期
Date : _____

機構印章
Official Chop for the Organization : _____

備註

Note

- (一) 申請人所提供的資料，將用作處理租訂康樂及文化事務署轄下康體設施事宜上，申請人如欲更改或查詢所提供的個人資料，請與有關訂場處聯絡。

The information provided on this form will be used for application for use of Leisure and Cultural Services Department's Recreation and Sports Facilities. Applicant wishing to correct or gain access to personal data thus provided are requested to contact respective booking offices.

- (二) 在遞交申請表時，請連同貼上郵票之回郵封一併送上。

Please enclose a stamped self-addressed envelope with this application form.