



康樂及文化事務署
香港大球場「運動訓練租用計劃」申請表格
Application Form for Hong Kong Stadium "Sports Training Scheme"
of the Leisure and Cultural Services Department

由辦事處填寫 For Office Use	
編號 No.	收表日期 Date of Receipt

- (1) 申請人姓名
Name of Applicant: _____
- (2) 香港身份證號碼 (首四個數字)
Hong Kong Identity (ID) Card No. (First 4 digits): _____
- (3) 職位
Position Held: _____
- (4) 所代表團體/機構的名稱
Name of Organisation Represented: _____
- (5) 團體/機構的郵遞地址
Postal Address of Organisation: _____
- (6) 電話號碼
Tel. No.: _____
- (7) 電郵地址
Email Address: _____
- (8) 傳真號碼
Fax No.: _____
- (9) 團體/機構的相關註冊證書號碼 (請夾附相關文件副本)
Number of Relevant Registration Certificate of the Organisation (Please attach a copy of the relevant document): _____
- (10) 擬租用草地球場的用途
Proposed Purpose of Use of Turf Pitch: _____
足球訓練/比賽*
*Football Training/Competition
- (11) 租用日期及時間 (請列明)
Date and Time of Use (Please specify): _____
- 選擇一 1st Option : _____
- 選擇二 (如適用) 2nd Option (if applicable): _____
- (12) 預期參加人數
Estimated Number of Participants: _____
- 球員/教練/工作人員
Players/ Coaches/ Officials : _____
- 觀眾
Spectators: _____
- (註: 場內的球員、教練和工作人員等的數目不可超過 40 人, 觀眾不可超過 300 人)
(Note: The number of players, coaches and officials within the venue should not exceed 40 and the number of spectators should not exceed 300)
- (13) 會否向參加者收取費用
Will participants be charged a fee?
如會, 收費多少?
If yes, how much?
- 會/不會*
* Yes/ No
每位 _____ 元
\$ _____ per person
- (14) 活動會否帶來其他收入
Will there be any income generated from the activity?
如會, (i) 收入多少? _____ 元
If yes, (i) how much? \$ _____
- 會/不會*
* Yes/ No
(ii) 來源 (請列明)
(ii) source (please specify): _____
- (15) 會否租用泛光燈 (額外收費每小時 \$1,860)
Will you hire floodlights (Additional \$1,860 per hour)?
- 會/不會*
* Yes/ No
- (16) 活動的負責人姓名 (以香港身份證所載者為準)
(請提供三名負責人的英文姓名#, 其中一名負責人必須在已預訂的時段到香港大球場取場。)
Name of responsible person of the event (as stated on Hong Kong Identity Card)
(Please provide the English names# of three responsible persons, one of whom must be present at the booked session to take up the booking at the Hong Kong Stadium.):

負責人(A) Responsible person (A)

先生/女士**
* #Mr/Miss/Ms/Mrs _____

香港身份證號碼 (首四個數字)
Hong Kong ID Card No. (First 4 digits): _____

職位
Position Held: _____

電話號碼
Tel. No.: _____

負責人(B) Responsible person (B)

先生/女士**
* #Mr/Miss/Ms/Mrs _____

香港身份證號碼 (首四個數字)
Hong Kong ID Card No. (First 4 digits): _____

職位
Position Held: _____

電話號碼
Tel. No.: _____

負責人(C) Responsible person (C)

先生／女士**
* #Mr/Miss/Ms/Mrs _____
香港身份證號碼（首四個數字）
Hong Kong ID Card No. (First 4 digits): _____

職位
Position Held: _____
電話號碼
Tel. No.: _____

本人代表 _____ (團體／機構名稱) (下稱「本團體／機構」) 作出承諾，如是項申請獲得批准，在收到康樂及文化事務署（康文署）發出的付款通知書後，本人會即時支付租用香港大球場草地球場及有關設施費用；如設施在本團體／機構使用期間遭到任何損毀，本人會支付有關的修理費用；以及如在該段期間有任何設備、器具、裝置或其他財物遭到損壞或破壞、失竊或被移走，本人亦會支付修理、修復或重新購置有關物品的費用。本人聲明，上述申請是因本團體／機構舉辦活動而提出，所提供的資料均屬正確。

If this application is successful, I, on behalf of _____ (Name of the Organisation) (the Organisation), undertake to pay all charges arising from the hiring of the turf pitch and related facilities of the Hong Kong Stadium immediately upon the receipt of Advice of Payment issued by the Leisure and Cultural Services Department (LCSD). I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing, reinstating or replacing any equipment, apparatus, fitting or other property damaged or destroyed, stolen or removed during the use of the facility/facilities by the Organisation. I declare that the above application is for the purpose of Organising activity by the Organisation, and all information provided herewith is true and correct.

本人已閱悉並承諾遵守香港大球場「運動訓練租用計劃」使用條件。在租用設施期間，如本人或獲授權人士在使用設施時因疏忽而引致任何人士蒙受財物損失或損失，或身體受傷或死亡，以致有關人士向康文署提出任何訴訟、申索或索求，本人必須向康文署作出彌償。

I have read the Conditions of Use of the Hong Kong Stadium “Sports Training Scheme” and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands by any person who suffers or sustains any loss, damages, injury or death arising out of or as a result of the use of the facility/facilities by me or a person authorised by me due to my negligence or the negligence of such an authorised person.

申請人簽署

Signature of Applicant : _____

申請人姓名（正楷）

Name of Applicant in Block Letters : _____

申請人職位

Position of Applicant : _____

日期

Date : _____

團體／機構印章

Official Stamp of Organisation : _____

* 請刪去不適用者 Please delete as appropriate

備註 Remarks:

1. 請於遞交申請表格前，詳細閱讀香港大球場「運動訓練租用計劃」申請人須知。
Please read carefully the Points to Note on Application Hong Kong Stadium “Sports Training Scheme” before submitting application form.
2. 申請人所提供的個人資料只用作處理有關使用香港大球場「運動訓練租用計劃」申請。如欲更正或查閱在本表格上填寫的個人資料，請以書面向香港大球場行政主任申請（地址：香港掃桿埔東院道 55 號）。
The personal data provided by the applicant will only be used for processing applications for the Hong Kong Stadium “Sports Training Scheme”. Request for correction of or access to the personal data provided in this form should be made in writing to the Executive Officer (Hong Kong Stadium) (Address: Hong Kong Stadium, 55 Eastern Hospital Road, So Kon Po, Hong Kong.)
3. 如以郵寄方式遞交申請，投寄前請確保郵件上已貼上足夠郵資。本署不會接收任何郵資不足的郵件，而此等郵件將交由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁(https://www.hongkongpost.hk/tc/postage_calculator/index.html)。If the application is submitted by post, please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post’s website (http://www.hongkongpost.hk/en/postage_calculator/index.html).

(Rev Jul 2023)

香港大球場「運動訓練租用計劃」申請人須知
Points to Note on Application Hong Kong Stadium “Sports Training Scheme”

1. 申請人須於該月 **8 至 12 日期間**把填妥的申請表格**連同團體／機構登記文件副本**以：
(1) 電郵傳送至 hkstadium@lcsd.gov.hk；或 (2) 傳真（傳真號碼: 2895 7962）；或 (3) 郵寄／親臨（地址：香港掃桿埔東院道 55 號）交到香港大球場（大球場）辦事處。如申請團體／機構超出名額，本署會於該月 **20 日^註下午 4 時在大球場辦事處**以公開抽籤形式抽出合資格的申請者，歡迎市民到場參觀。中籤名單會於該月 **21 日或之前**透過香港大球場的網頁（<https://www.lcsd.gov.hk/tc/stadium/hks/hiring-apply.html>）及張貼於大球場辦事處的告示公布，供申請人查閱。

Applicants shall send the completed application form **together with copy of the registration document of organisation** to: (1) “hkstadium@lcsd.gov.hk” by email; or (2) the Stadium Office by fax (fax no.: 2895 7962); or (3) the Stadium Office by post/in-person (address: 55 Eastern Hospital Road, So Kon Po, Hong Kong) **between 8th to 12th of the month**. Eligible applicants will be selected by open ballot **at 4pm on 20th Note of the month at the Stadium’s Office** if the number of applications exceeds the number of quotas. Members of the public are welcome to attend the open ballot. The balloting result will be announced via the Stadium’s website (<https://www.lcsd.gov.hk/en/stadium/hks/hiring-apply.html>) and the notice displayed at the Stadium Office **on or before 21th of the month** for checking by the applicants.

成功申請的人士須於該月 **25 日或之前透過郵寄**或於大球場辦事處辦公時間內**親臨**遞交劃線支票乙張（支票抬頭：香港特別行政區政府，背面須寫上申請人姓名、團體／機構名稱和聯絡電話），以便本署跟進。逾期繳交費用者會視作棄權論。該時段會再另行按抽籤結果次序分配予其他團體／機構。

Successful applicant(s) is/are required to submit a crossed cheque payable to “The Government of the Hong Kong Special Administrative Region” by post/in-person to the Stadium Office during the following office hours **on or before 25th of the month**. The name of applicant, organisation and contact telephone number must be written on the back of the cheque. Successful applicants who fail to settle the hire charges by the date specified above will be regarded as giving up their applications. The available session will be re-allocated to other organisation according to the sequence of balloting result.

大球場辦事處辦公時間:

星期一至星期五: 上午 8:45 至下午 5:45 (活動日除外) 星期六、日及公眾假期休息

Stadium Office Opening Hours:

8:45 a.m. to 5:45 p.m., Monday to Friday (Except event days)
Closed on Saturday, Sunday and General Holiday

^註如 20 日為星期六，抽籤會於該月 19 日進行；如 20 日為星期日或公眾假期，抽籤則順延至下一個工作日進行。

^{Note} If that day falls on a Saturday, balloting will be conducted on 19th day of the month. If that day falls on a Sunday or a public holiday, balloting will be conducted on the next working day.

2. 本計劃只接受團體／機構的申請。每個單位最多只可遞交一份申請表格。重複遞交申請者將被取消資格。

This Scheme only accepts application from organisation. Each unit can only submit one application form. Multiple application may render disqualification.

3. 中籤團體／機構只會獲發一個段節，在用場後的一年內不可再次申請是項租用計劃。落選者不會獲發通知。

Successful organisation can only be allocated one session. The organisation is not allowed to apply for this Scheme within one year after the use of the venue. No notification will be sent to the unsuccessful applicants.

4. 「運動訓練租用計劃」的時數為每節兩小時，收費如下：

The booking for the “Sports Training Scheme” is 2-hour per session. Charges are listed below:

項目 Item	收費 Charges
(i) 運動訓練（不招待入場觀眾） For sports training without spectators	每節 \$8,540（以每節 2 小時計） \$8,540 per 2-hour session
(ii) 運動訓練（少於300名觀眾）* For sports training with no more than 300 spectators	每節 \$10,450（以每節 2 小時計） \$10,450 per 2-hour session
(iii) 租用泛光燈（適用於晚上6時後時段） Use of Floodlights (Applicable for the session after 6 pm)	每小時 \$1,860 \$1,860 per hour

*如活動會安排觀眾入場，租用人需購買第三者責任保險以保障雙方權益。

For event with spectators, the hirer is required to take out Third Party Liability Insurance to protect the interests of both the hirer and the Government.

5. 申請人請以劃線支票繳付費用，支票抬頭為「香港特別行政區政府」，支票背面須寫上申請人姓名、團體／機構名稱和聯絡電話，期票恕不接受。
Please pay by a crossed cheque payable to “The Government of the Hong Kong Special Administrative Region”. The name and contact telephone number of the applicant or organisation must be written on the back of the cheque. Post-dated cheques will not be accepted.
6. 如申請人在遞交申請表格時未能提供根據《公司條例》註冊並獲發公司註冊證書，或根據《社團條例》註冊並獲發社團註冊證明書文件副本以供審核，申請將不獲接納。
Application will not be accepted if the applicant fails to submit a copy of the Registration Certificate of Incorporation registered and issued under the Companies Ordinance, or the Registration Certificate of a Society registered and issued under the Societies Ordinance for verification.
7. 申請人須仔細閱讀並遵守載於附件的香港大球場「運動訓練租用計劃」使用條件。
Applicants shall read in detail and comply with the “Conditions of Use for Hong Kong Stadium Sports Training Scheme” in the Annex.
8. 為確保草地適合舉辦大型體育比賽和活動，大球場每年會關閉十至十二個星期（夏季在6至8月期間；冬季則在12月）進行草地保養及維修，在此期間，此項租用計劃會暫停。
To maintain the turf as a suitable venue for a major sports competitions and events, the Stadium will be closed for 10 to 12 weeks every year (between June and August in summer; December in winter) for turf repairs and maintenance. During these periods, no session would be available for booking under this Scheme.
9. 全日租用／舉辦大型活動者可獲優先權利使用大球場。大球場可供租用的節數則會視乎球場職員日常檢視後的草地狀況、在惡劣天氣及活動舉行後所需進行的草地保養工作而定，因此大球場不能確保每個月份均可提供節數供此訓練計劃租用，或可租用節數必定能安排在星期六或星期日。
Priority will be given to full-day hiring of the Stadium/using the Stadium for major events. The number of sessions available for booking depends on the turf conditions after daily inspection by staff and necessary maintenance works after adverse weather and events. As such, the Stadium may not be able to provide sessions for this Scheme every month or schedule the sessions on weekends.
10. 本署保留權利，可拒絕／取消租訂安排而無須事先通知申請人／租用人，並可限制進入場地的使用者及／或觀眾人數，或以衛生理由或任何其他理由拒絕任何人進場，以及／或加入其他有關使用大球場設施的條件。
LCSD reserves the right to reject/cancel the booking without giving prior notice to the applicant/hirer and also restrict the number of users and/or spectators entering the venue or to refuse entry of any person to the venue upon health ground or any other reasons and/or impose further conditions for use of the Stadium’s facilities.
11. 如有查詢，請於辦公時間致電 2895 7926 與大球場辦事處職員聯絡。
For enquiry, please contact the staff of the Stadium Office at 2895 7926 during office hours.

(30.6.2023)