



Application Form For Use Of Leisure and Cultural Services Department

Sports Ground For Athletic Meets/Sports Activities/
Other Revenue Generating Events
(except for school activities)

Official Use	
No.	Date

1. Name	Position	
2. Organisation		
3. Postal Address of Organisation		Tel. No: _____ Fax. No: _____
4. Venue required		
5. Date(s)		
6. Time(s)		
7. Do you require –	(A) Sports Equipment Public Address System (The venue hire charge includes above charges)	* Yes/No * Yes/No
	(B) Electronic Scoreboard Electronic Timing Equipment Walk-talkie Wireless Microphone Starting Pistol (The starter must obtain an exemption issued by the Commissioner of Police)	* Yes/No * Yes/No * Yes/No * Yes/No * Yes/No
8. What is the purpose of use –	* Athletic Meet/ Other Events (please specify)	
9. Do you require the central grass pitch –	* Yes/No	
10. If yes at 9, please specify purpose & time		
11. Estimated Number of Participants:		
12. Will you collect fees/charges from the participants? * Yes/ No If yes, how much? \$ _____ per person		
13. Will any other income be derived from the activity? * Yes/ No If yes, (i) how much? \$ _____ (ii) source (please specify) : _____		
14. Name of responsible persons of the event (as stated on Hong Kong Identity Card) (Please provide the names# of three responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):		
Responsible person (A)		
*# Mr/Ms	Position Held:	
Hong Kong ID Card No. (First 4 digits):	Tel. No.:	
Responsible person (B)		
*# Mr/Ms	Position Held:	
Hong Kong ID Card No. (First 4 digits):	Tel. No.:	
Responsible person (C)		
*# Mr/Ms	Position Held:	
Hong Kong ID Card No. (First 4 digits):	Tel. No.:	

Please delete as appropriate

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 recreation and sports facility/facilities immediately upon the receipt of Advice of Payment issued by the Leisure and Cultural Services Department (the LCSD). I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing or 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.

I have read the latest Conditions of Use of Leisure and Cultural Services Department Sports Grounds for Athletic Meets and Other Sports Activities (website: <http://www.lcsd.gov.hk/condition/en/ground1.html>) 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.

Signature of Applicant: _____

Name in Block Letters and Position of Applicant: _____

Date: _____

Official Chop of Organisation: _____

Note

1. The personal data provided by the Applicant will only be used for processing applications for use of recreation and sports facilities managed by the LCSD. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.
2. Please enclose a stamped return envelope when submitting this application form by post or in person.
3. 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).
4. Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.