



申請使用康樂及文化事務署轄下的康樂及體育設施
Application for Use of the Recreation and Sports Facilities
managed by the Leisure and Cultural Services Department

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

(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) 所代表機構／團體的名稱
Name of Organisation Represented: _____

(5) 機構／團體的郵遞地址
Postal Address of Organisation: _____

(6) 電話號碼
Tel. No.: _____

(7) 傳真號碼
Fax No.: _____

(8) 機構／團體的相關註冊證書號碼
No. of Relevant Registration Certificate of the Organisation: _____

(9) 場地名稱
Name of Venue: _____

(10) 擬租用的設施 (請註明數量)
Facilities Required: (Please specify the number 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：_____
_____ 網球／練習場 Tennis/ Practice Court	_____ 活動／舞蹈／多用途活動室 Activity/ Dance/ Multi-purpose Room	_____ 射箭場 Archery Range	

(11) 用途
Purpose of Use: _____

(12) 租用日期(請列明)
Date(s) of Use (Please specify): _____

(13) 租用時間(請列明)
Time of Use (Please specify): _____

(14) 預期參加人數
Estimated Number of Participants: _____

(15) 會否向參加者收取費用
Will you collect fees/charges from the participants?
如會，收費多少？
If yes, how much?

會／不會*
* Yes/ No
每位_____元
\$ _____ per person

(16) 活動會否帶來其他收入
Will any other income be derived 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) : _____

(17) 會否租用擴音系統(如適用)
Will you hire the Public Address System? (If applicable)

會／不會*
* Yes/ No

(18) 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有關場地取場。)
Name of responsible persons 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 venue.):

負責人(A) Responsible person (A)
先生／女士*# _____ 職位
*# Mr//Ms _____ Position Held: _____
香港身份證號碼(首四個數字) _____ 電話號碼
Hong Kong ID Card No. (First 4 digits): _____ Tel. No.: _____

負責人(B) Responsible person (B)
先生／女士*# _____ 職位
*# Mr/Ms _____ Position Held: _____
香港身份證號碼(首四個數字) _____ 電話號碼
Hong Kong ID Card No. (First 4 digits): _____ Tel. No.: _____

負責人(C) Responsible person (C)

先生／女士*#

*# Mr/Ms

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 _____ (機構／團體名稱)(下稱「本機構／團體」) 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該康體設施的所有費用；如設施在本機構／團體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，上述申請是因本機構／團體舉辦活動而提出，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 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.

本人已閱悉並承諾遵守最新的《康樂及文化事務署(康文署)康樂及體育設施使用條件》(網址：<http://www.lcsd.gov.hk/tc/condition/index.html>)。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毀，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 latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Recreation and Sports Facilities (website: <http://www.lcsd.gov.hk/en/condition/index.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.

申請人簽署

Signature of Applicant : _____

申請人姓名(正楷)和職位

Name in Block Letters and Position of Applicant : _____

日期

Date : _____

機構／團體印章

Official Chop of Organisation : _____

* 請刪去不適用者
Please delete as appropriate

備註

Note

- 申請人提供的個人資料只作處理有關使用康文署轄下康樂及體育設施的申請之用。如欲更正或查閱在本表格上填寫的個人資料，請與有關訂場處聯絡。
The personal data provided by the Applicant will only be used for processing applications for use of Recreation and Sports Facilities managed by the Leisure and Cultural Services Department. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.
- 在遞交申請表時，請一併附上已貼郵票的回郵信封。
Please enclose a stamped return envelope when submitting this application form
- 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).
- 申請人必須填寫所有資料及簽妥聲明。如填寫資料不全，申請將不獲受理。
Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.