

使用康樂及文化事務署免費設施申請表
APPLICATION FOR USE OF LCSD NON-FEE CHARGING FACILITIES

備註: (一) 申請表應交回各場地所屬的康樂及文化事務署分區辦事處/公園辦事處。
(二) 在遞交申請表時, 請連同已貼上郵票之回郵信封一併遞交。
(三) 申請人如以郵寄方式遞交申請表, 須確保已付足夠郵資。郵資不足的郵件會被拒收。
(四) 每張申請表只限申請使用一個場地或一項設施。**重複申請同一場地(包括相同或不同時段), 將不獲受理。**
(五) **不准轉讓場地使用許可證。**

NOTE: 1. Application form should be submitted to the respective LCSD district/park office.
2. Please enclose a stamped self-addressed envelope with this application form.
3. The applicant is required to pay sufficient postage when submitting the application form by post. Underpaid mail items will be rejected.
4. Please use separate form for booking each venue or type of facility. Repeated applications for use of same venue (including same sessions or different sessions) will not be accepted.
5. **Permit for use of facility is not transferable.**

I) 申請人資料 PARTICULARS OF APPLICANT

申請人姓名 Name of Applicant (必須以正楷書寫) _____ 身份證明文件號碼 (首四個號碼)
Full BLOCK letters) Identity Document No. (First 4 digits)

球隊/團體名稱 Name of Team/Organization _____ 聯絡電話 Contact Tel. _____

地址 Address _____

II) 申請資料 DETAILS OF APPLICATION

場地名稱 Name of Venue : _____ 場地編號 Pitch No.: _____
設施類別* : 足球/籃球/排球/其他 (請註明)
Type of Facility* : Football/Basketball/Volleyball/Others _____ (Please specify)

月份 Month	預訂日期 Applied Date		預訂時間 Applied Time (最多兩小時) (A maximum of 2 hours)
	首 選 1 st Choice		至 (to)
	次 選 2 nd Choice		至 (to)

倘申請獲批准, 本人願意遵守有關免費場地的使用條件。如有任何人士因本人或本人授權的人士使用該球場時疏忽失當, 而蒙受財物損失或引致身體損傷, 致該等人士向康樂及文化事務署提出訴訟或賠償, 本人願意負起一切責任。

本人願意遵守本人必須為設施使用者的規定及不會轉讓或出售場地使用許可證。

If this application is approved, I undertake to observe the terms and conditions of hire relating to non-fee charging facilities. I also 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 or injury arising out of or as a result of the use of the said pitch by me or any person so authorized by me due to the negligence on my part or on the part of such authorized persons.

I undertake to comply with the condition that I must be one of the users of the facility and will not transfer or sell the permit(s) to other(s).

日期 Date : _____

簽署 Signature.: _____

你所提供的資料只用作處理租訂康樂及文化事務署轄下的免費場地之用。如欲更改或查詢你所提供的個人資料, 請與有關訂場處的職員聯絡。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(http://www.hongkongpost.hk/te/postage_calculator/index.html)。The information provided on this form will be used for application for booking of Leisure and Cultural Services Department non-fee charging facilities. For correction of or access to the personal data thus provided, please contact staff of the respective booking offices. 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).

申請使用康樂及文化事務署免費設施的參考時間表

I) 一個月前預訂

- 市民可透過每月的抽籤形式申請用場
- 以標準表格申請，並以有關辦事處收到申請的日期作準。
- 每位申請者每次申請只能預訂最多兩小時的節數

參考時間表

- ❖ 用場日期之月份 - 二〇XX年五月
- ❖ 申請人遞交申請之月份 - 二〇XX年三月
- ❖ 抽籤日期 - 二〇XX年四月十日
- ❖ 康樂及文化事務署覆實預訂日期 - 二〇XX年四月二十日前

II) 於各地區辦事處的訂場處租訂剩餘可供使用的節數/設施

參考時間表

- ❖ 用場日期之月份 - 二〇XX年五月內任何未被預訂的日期/時間
- ❖ 訂場服務 - 由二〇XX年四月二十日至五月底
- ❖ 程序 - 親身或授權代表攜同身分證明文件
 - 每位申請者每次到訂場處只能預訂最多兩小時的節數

Schedule of Applications for use of Non-fee Charging Facilities of LCSD

I) One month in advance bookings

- By the general public through monthly balloting
- Use standard application form and will be accepted according to the date of receipt by the concerned district booking office
- Each applicant shall be permitted to book up to a maximum of two hours in each application

Indicative schedule

- ❖ Month of the intended date of use - May 20XX
- ❖ Month of submission of application - March 20XX
- ❖ Balloting date - 10 April 20XX
- ❖ Date of confirmation by LCSD - before 20 April 20XX

II) Counter bookings for remaining available sessions/facilities at district booking office

Indicative schedule

- ❖ Month of the intended date of use - any available date/time in May 20XX
- ❖ Booking service - starting 20 April till end of May 20XX
- ❖ Procedure - person (or authorized representative) with identification document
 - each applicant shall be permitted to book up to a maximum of two hours per visit