

**Free Use of Leisure and Cultural Services Department Recreation Facilities**  
**Application Form**

(Please use separate form for each venue and facility)

1. Name of Organisation (In English) : \_\_\_\_\_  
(In Chinese) : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_
4. Officer in-charge : Mr./Ms. \_\_\_\_\_
5. Venue applied for : 1<sup>st</sup> priority : \_\_\_\_\_ Facility : \_\_\_\_\_  
2<sup>nd</sup> priority : \_\_\_\_\_
6. Purpose (s) of use (Please specify the activities to be run) : \_\_\_\_\_
7. Expected number of participants : \_\_\_\_\_
8. Session(s) required (Please fill in the **number of courts** required in the appropriate boxes):

Period/Time e.g.: 24/9 to 20/12/03 4/2 to 30/3/04 2:30 to 4:30pm	Monday	Tuesday	Wednesday	Thursday	Friday
Period Time (Except: )					
Period Time (Except: )					
Period Time (Except: )					

I agree to indemnify the Leisure & 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 facility by me or any person so authorised by me due to the negligence on my part or on the part of such authorised person.

Signature of Authorised Person : \_\_\_\_\_

Name of Authorised Person : \_\_\_\_\_

\_\_\_\_\_  
(Organisation Chop)

Date : \_\_\_\_\_