

**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. 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

5. Venue applied for : 1st priority : _____ Facility : _____
2nd 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 the Organisation's
Representative : _____

(Organisation Chop)

Name of the Organisation's
Representative : _____
Date : _____

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 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.
2. 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).
3. Applicants must fill in all fields and duly sign the declaration. If applicant provides incomplete information, the application will not be accepted.