

Queen Elizabeth Stadium
Booking Arrangements and Guidelines for Committee Rooms /
Function Rooms / Multi-purpose Hall / Badminton Courts /
Table-tennis Tables / Squash Courts

I. Booking Arrangements

<p>Ordinary Booking</p>	<p>Ordinary Bookings are processed on a quarterly basis. Applicants should submit their applications four months prior to the booking period, for example:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>Booking Period:</u></td> <td style="border: none;"><u>The month in which applications should be submitted:</u></td> </tr> <tr> <td style="border: none;">January to March</td> <td style="border: none;">* September of the previous year</td> </tr> <tr> <td style="border: none;">April to June</td> <td style="border: none;">* December of the previous year</td> </tr> <tr> <td style="border: none;">July to September</td> <td style="border: none;">* March of the same year</td> </tr> <tr> <td style="border: none;">October to December</td> <td style="border: none;">* June of the same year</td> </tr> </table>	<u>Booking Period:</u>	<u>The month in which applications should be submitted:</u>	January to March	* September of the previous year	April to June	* December of the previous year	July to September	* March of the same year	October to December	* June of the same year
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<p>Late Booking</p>	<p>Applications received after the deadline for the Ordinary Booking are considered as Late Bookings, which are processed on a first-come-first-served basis. Applicants please contact the Booking Section of the Stadia Office to submit their applications according to the following schedule:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>Booking Period:</u></td> <td style="border: none;"><u>The month in which applications should be submitted:</u></td> </tr> <tr> <td style="border: none;">January to March</td> <td style="border: none;">* Late November of the previous year</td> </tr> <tr> <td style="border: none;">April to June</td> <td style="border: none;">* Late February of the same year</td> </tr> <tr> <td style="border: none;">July to September</td> <td style="border: none;">* Late May of the same year</td> </tr> <tr> <td style="border: none;">October to December</td> <td style="border: none;">* Late August of the same year</td> </tr> </table>	<u>Booking Period:</u>	<u>The month in which applications should be submitted:</u>	January to March	* Late November of the previous year	April to June	* Late February of the same year	July to September	* Late May of the same year	October to December	* Late August of the same year
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<p>Reservation Fee</p>	<p>When submitting the Application Form, the applicant should pay a reservation fee at the rate as specified in the Schedule of Terms and Conditions of Hire for Minor Facilities (Scale of Hire Charges) on the Queen Elizabeth Stadium (QES) website. There is no guarantee that all applications will be successful. The reservation fee will be refunded only if the application is not accepted by the Leisure and Cultural Services Department (Department).</p>										
<p>Facilities for Hire, Hire Charges</p>	<p>Please contact the Booking Section of the Stadia Office for a full set of updated Terms and Conditions of Hire.</p>										
<p>Concessionary Rates for Non-profit Organisations Scheme</p>	<p><u>Concessionary Rates</u> will be offered to eligible non-profit making organisations for cultural or other activities approved under the scheme. For details, please refer to the information sheet on the QES website or contact the Booking Section.</p>										
<p>Booking Enquiry</p>	<p>Telephone number: (852) 2355 7275</p>										

Remarks	<p>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</p> <p>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</p> <p>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</p>
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*The completed Application Form should be submitted **before 5:30pm on the last working day[#] of the month.**

[#]Working day refers to Monday to Friday, excluding public holidays

II. Booking Guidelines

- (1) Please read the Booking Arrangements and Guidelines for Minor Facilities before completing the Application Form. You may contact the Booking Section for a full set of updated Terms and Conditions of Hire if needed.
- (2) Failure to provide accurate and sufficient information will result in your application being rejected.
- (3) Applications should be made by a company or an organisation registered in Hong Kong. Individual applications are not accepted. All applications must be made on behalf of the organisation represented and not for private use of individuals.
- (4) The original copy of the Application Form should reach the Booking Section of the Stadia Office at No. 9 Cheong Wan Road, Hung Hom, Kowloon. For the Ordinary Booking of Function Rooms and Committee Rooms, online application can be made through e-APS at <http://www.lcsd.gov.hk/eaps>. When submitting the Application Form, the applicant is required to:
 - (a) provide a copy of Certificate of Registration or Certificate of Incorporation or Business Registration Certificate; and
 - (b) pay a reservation fee as specified in the Terms and Conditions of Hire.
- (5) Priority will be given to the applicants who have hired the QES Arena for an event for the same time slot.
- (6) If there is more than one application for the same time slot, considerations will be given to the following factors:
 - Whether the nature of the proposed event complies with the designated use of the facility
 - Scale and particulars of the event
 - Booking history

- (7) You can pay the reservation fee by cash, cheque or cashier order if you submit your application in person at the Stadia Office. If you submit your applications by mail, please pay the reservation fee by a crossed cheque issued by the applying company or organisation payable to “The Government of the HKSAR”. For online applications through e-APS for the Ordinary Booking of Function Rooms and Committee Rooms, payment can only be made by credit card or PPS.
- (8) The reservation fee will be deducted from the hire charges when a booking is confirmed. The payment will be refunded only if the application is not accepted by the Department. Normally, the refund will be made by cheque payable to the applying company or organisation. For the reservation fee paid by credit card for online applications, the payment will be refunded to the same credit card account.
- (9) The date(s) applied for and the reservation fee paid are not changeable or transferable.
- (10) Once the application is accepted, any changes made by the applicant will require submission of a fresh application and the reservation fee paid will be forfeited.

Relevant Website:

Queen Elizabeth Stadium <http://www.lcsd.gov.hk/qes>