



康乐及文化事务署
香港大球场「运动训练租用计划」申请表格
Application Form for Hong Kong Stadium "Sports Training Scheme"
of the Leisure and Cultural Services Department

由办事处填写 For Office Use	
编号 No.	收表日期 Date of Receipt

- (1) 申请人姓名
Name of Applicant: _____
- (2) 香港身份证号码 (首四个数字)
Hong Kong Identity (ID) Card No. (First 4 digits): _____
- (3) 职位
Position Held: _____
- (4) 所代表团体 / 机构的名称
Name of Organisation Represented: _____
- (5) 团体 / 机构的邮递地址
Postal Address of Organisation: _____
- (6) 电话号码
Tel. No.: _____
- (7) 电邮地址
Email Address: _____
- (8) 传真号码
Fax No.: _____
- (9) 团体 / 机构的相关注册证书号码 (请夹附相关文件副本)
Number of Relevant Registration Certificate of the Organisation (Please attach a copy of the relevant document): _____
- (10) 拟租用草地球场的用途
Proposed Purpose of Use of Turf Pitch: _____
足球训练 / 比赛*
*Football Training/Competition
- (11) 租用日期及时间 (请列明)
Date and Time of Use (Please specify): _____
选择一 1st Option : _____ 选择二 (如适用) 2nd Option (if applicable): _____
- (12) 预期参加人数
Estimated Number of Participants: _____
球员 / 教练 / 工作人员
Players/ Coaches/ Officials : _____ 观众
Spectators: _____
(注: 场内的球员、教练和工作人员等的数目不可超过 40 人, 观众不可超过 300 人)
(Note: The number of players, coaches and officials within the venue should not exceed 40 and the number of spectators should not exceed 300)
- (13) 会否向参加者收取费用
Will participants be charged a fee? _____ 会 / 不会*
* Yes/ No
如会, 收费多少?
If yes, how much? _____ 每位 _____ 元
\$ _____ per person
- (14) 活动会否带来其他收入
Will there be any income generated from the activity? _____ 会 / 不会*
* Yes/ No
如会, (i) 收入多少? _____ 元
If yes, (i) how much? \$ _____ (ii) 来源 (请列明)
(ii) source (please specify) : _____
- (15) 会否租用泛光灯 (额外收费每小时 \$1,860)
Will you hire floodlights (Additional \$1,860 per hour)? _____ 会 / 不会*
* Yes/ No
- (16) 活动的负责人姓名 (以香港身份证所载者为准)
(请提供三名负责人的英文姓名#, 其中一名负责人必须在已预订的时段到香港大球场取场。)
Name of responsible person 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 Hong Kong Stadium.):

负责人(A) Responsible person (A)

先生 / 女士*# _____ 职位
* #Mr/Miss/Ms/Mrs _____ Position Held: _____
香港身份证号码 (首四个数字) _____ 电话号码
Hong Kong ID Card No. (First 4 digits): _____ Tel. No.: _____

负责人(B) Responsible person (B)

先生 / 女士*# _____ 职位
* #Mr/Miss/Ms/Mrs _____ Position Held: _____
香港身份证号码 (首四个数字) _____ 电话号码
Hong Kong ID Card No. (First 4 digits): _____ Tel. No.: _____

负责人(C) Responsible person (C)

先生 / 女士*# _____ 职位 _____
* #Mr/Miss/Ms/Mrs _____ Position Held: _____
香港身份证号码 (首四个数字) _____ 电话号码 _____
Hong Kong ID Card No. (First 4 digits): _____ Tel. No.: _____

本人代表 _____ (团体 / 机构名称) (下称「本团体 / 机构」) 作出承诺, 如是项申请获得批准, 在收到康乐及文化事务署 (康文署) 发出的付款通知书后, 本人会实时支付租用香港大球场草地球场及有关设施费用; 如设施在本团体 / 机构使用期间遭到任何损毁, 本人会支付有关的修理费用; 以及如在该段期间有任何设备、器具、装置或其他财物遭到损坏或破坏、失窃或被移走, 本人亦会支付修理、修复或重新购置有关物品的费用。本人声明, 上述申请是因本团体 / 机构举办活动而提出, 所提供的资料均属正确。

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 turf pitch and related facilities of the Hong Kong Stadium immediately upon the receipt of Advice of Payment issued by the Leisure and Cultural Services Department (LCSD). I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing, 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.

本人已阅悉并承诺遵守香港大球场「运动训练租用计划」使用条件。在租用设施期间, 如本人或获授权人士在使用设施时因疏忽而引致任何人士蒙受财物损失或损失, 或身体受伤或死亡, 以致有关人士向康文署提出任何诉讼、申索或索求, 本人必须向康文署作出弥偿。

I have read the Conditions of Use of the Hong Kong Stadium "Sports Training Scheme" 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.

申请人签署

Signature of Applicant : _____

申请人姓名 (正楷)

Name of Applicant in Block Letters : _____

申请人职位

Position of Applicant : _____

日期

Date : _____

团体 / 机构印章

Official Stamp of Organisation : _____

* 请删去不适用者 Please delete as appropriate

备注 Remarks:

1. 请于递交申请表格前, 仔细阅读香港大球场「运动训练租用计划」申请人须知。
Please read carefully the Points to Note on Application Hong Kong Stadium "Sports Training Scheme" before submitting application form.
2. 申请人所提供的个人资料只用作处理有关使用香港大球场「运动训练租用计划」申请。如欲更正或查阅在本表格上填写的个人资料, 请以书面向香港大球场行政主任申请 (地址: 香港扫埗埔东院道 55 号)。
The personal data provided by the applicant will only be used for processing applications for the Hong Kong Stadium "Sports Training Scheme". Request for correction of or access to the personal data provided in this form should be made in writing to the Executive Officer (Hong Kong Stadium) (Address: Hong Kong Stadium, 55 Eastern Hospital Road, So Kon Po, Hong Kong.)
3. 如以邮寄方式递交申请, 投寄前请确保邮件上已贴上足够邮资。本署不会接收任何邮资不足的邮件, 而此等邮件将交由香港邮政处理。有关邮费的计算, 可参阅香港邮政网页 (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).

(Rev Jul 2023)

香港大球场「运动训练租用计划」申请人须知
Points to Note on Application Hong Kong Stadium “Sports Training Scheme”

1. 申请人须于该月 **8 至 12 日期间**把填妥的申请表**连同团体 / 机构登记文件副本**以：
(1) 电邮传送至 hkstadium@lcsd.gov.hk；或 (2) 传真（传真号码：2895 7962）；或 (3) 邮寄 / 亲临（地址：香港扫杆埔东院道 55 号）交到香港大球场（大球场）办事处。如申请团体 / 机构超出名额，本署会于该月 **20 日^注下午 4 时在大球场办事处**以公开抽签形式抽出合格的申请者，欢迎市民到场参观。中签名单会于该月 **21 日或之前**透过香港大球场的网页（<https://www.lcsd.gov.hk/tc/stadium/hks/hiring-apply.html>）及张贴于大球场办事处的告示公布，供申请人查阅。

Applicants shall send the completed application form **together with copy of the registration document of organisation** to: (1) “hkstadium@lcsd.gov.hk” by email; or (2) the Stadium Office by fax (fax no.: 2895 7962); or (3) the Stadium Office by post/in-person (address: 55 Eastern Hospital Road, So Kon Po, Hong Kong) **between 8th to 12th of the month**. Eligible applicants will be selected by open ballot **at 4pm on 20th Note of the month at the Stadium’s Office** if the number of applications exceeds the number of quotas. Members of the public are welcome to attend the open ballot. The balloting result will be announced via the Stadium’s website (<https://www.lcsd.gov.hk/en/stadium/hks/hiring-apply.html>) and the notice displayed at the Stadium Office **on or before 21th of the month** for checking by the applicants.

成功申请的人士须于该月 **25 日或之前透过邮寄**或于大球场办事处办公时间内**亲临**递交划线支票乙张（支票抬头：香港特别行政区政府，背面须写上申请人姓名、团体 / 机构名称和联络电话），以便本署跟进。逾期缴交费用者会视作弃权论。该时段会再另行按抽签结果次序分配予其他团体 / 机构。

Successful applicant(s) is/are required to submit a crossed cheque payable to “The Government of the Hong Kong Special Administrative Region” by post/in-person to the Stadium Office during the following office hours **on or before 25th of the month**. The name of applicant, organisation and contact telephone number must be written on the back of the cheque. Successful applicants who fail to settle the hire charges by the date specified above will be regarded as giving up their applications. The available session will be re-allocated to other organisation according to the sequence of balloting result.

大球场办事处办公时间：

星期一至星期五：上午 8:45 至下午 5:45 (活动日除外)

星期六、日及公众假期休息

Stadium Office Opening Hours:

8:45 a.m. to 5:45 p.m., Monday to Friday (Except event days)

Closed on Saturday, Sunday and General Holiday

^注 如 20 日为星期六，抽签会于该月 19 日进行；如 20 日为星期日或公众假期，抽签则顺延至下一个工作日进行。

^{Note} If that day falls on a Saturday, balloting will be conducted on 19th day of the month. If that day falls on a Sunday or a public holiday, balloting will be conducted on the next working day.

2. 本计划只接受团体 / 机构的申请。每个单位最多只可递交一份申请表。重复递交申请者将被取消资格。

This Scheme only accepts application from organisation. Each unit can only submit one application form. Multiple application may render disqualification.

3. 中签团体 / 机构只会获发一个段节，在用场后的一年内不可再次申请是项租用计划。落选者不会获发通知。

Successful organisation can only be allocated one session. The organisation is not allowed to apply for this Scheme within one year after the use of the venue. No notification will be sent to the unsuccessful applicants.

4. 「运动训练租用计划」的时数为每节两小时，收费如下：

The booking for the “Sports Training Scheme” is 2-hour per session. Charges are listed below:

项目 Item	收费 Charges
(i) 运动训练（不招待入场观众） For sports training without spectators	每节 \$8,540（以每节 2 小时计） \$8,540 per 2-hour session
(ii) 运动训练（少于300名观众）* For sports training with no more than 300 spectators	每节 \$10,450（以每节 2 小时计） \$10,450 per 2-hour session
(iii) 租用泛光灯（适用于晚上6时后时段） Use of Floodlights (Applicable for the session after 6 pm)	每小时 \$1,860 \$1,860 per hour

*如活动会安排观众入场，租用人需购买第三者责任保险以保障双方权益。

For event with spectators, the hirer is required to take out Third Party Liability Insurance to protect the interests of both the hirer and the Government.

5. 申请人请以划线支票缴付费用，支票抬头为「香港特别行政区政府」，支票背面须写上申请人姓名、团体 / 机构名称和联络电话，期票恕不接受。

Please pay by a crossed cheque payable to “The Government of the Hong Kong Special Administrative Region”. The name and contact telephone number of the applicant or organisation must be written on the back of the cheque. Post-dated cheques will not be accepted.

6. 如申请人在递交申请表格时未能提供根据《公司条例》注册并获发公司注册证书，或根据《社团条例》注册并获发社团注册证明书文件副本以供审核，申请将不获接纳。

Application will not be accepted if the applicant fails to submit a copy of the Registration Certificate of Incorporation registered and issued under the Companies Ordinance, or the Registration Certificate of a Society registered and issued under the Societies Ordinance for verification.

7. 申请人须仔细阅读并遵守载于附件的香港大球场「运动训练租用计划」使用条件。

Applicants shall read in detail and comply with the “Conditions of Use for Hong Kong Stadium Sports Training Scheme” in the Annex.

8. 为确保草地适合举办大型体育比赛和活动，大球场每年会关闭十至十二个星期（夏季在6至8月期间；冬季则在12月）进行草地保养及维修，在此期间，此项租用计划会暂停。

To maintain the turf as a suitable venue for a major sports competitions and events, the Stadium will be closed for 10 to 12 weeks every year (between June and August in summer; December in winter) for turf repairs and maintenance. During these periods, no session would be available for booking under this Scheme.

9. 全日租用 / 举办大型活动者可获优先权利使用大球场。大球场可供租用的节数则会视乎球场职员日常检视后的草地状况、在恶劣天气及活动举行后所需进行的草地保养工作而定，因此大球场不能确保每个月份均可提供节数供此训练计划租用，或可租用节数必定能安排在星期六或星期日。

Priority will be given to full-day hiring of the Stadium/using the Stadium for major events. The number of sessions available for booking depends on the turf conditions after daily inspection by staff and necessary maintenance works after adverse weather and events. As such, the Stadium may not be able to provide sessions for this Scheme every month or schedule the sessions on weekends.

10. 本署保留权利，可拒绝 / 取消租订安排而无须事先通知申请人 / 租用人，并可限制进入场地的使用者及 / 或观众人数，或以卫生理由或任何其他理由拒绝任何人进场，以及 / 或加入其他有关使用大球场设施的条件。

LCSD reserves the right to reject/cancel the booking without giving prior notice to the applicant/hirer and also restrict the number of users and/or spectators entering the venue or to refuse entry of any person to the venue upon health ground or any other reasons and/or impose further conditions for use of the Stadium’s facilities.

11. 如有查询，请于办公时间致电 2895 7926 与大球场办事处职员联络。

For enquiry, please contact the staff of the Stadium Office at 2895 7926 during office hours.

(30.6.2023)