



團體使用康樂及文化事務署免費康樂及體育設施申請表
Application Form for Use of LCSD Non-fee Charging Recreation and Sports Facilities by Organisation

由辦事處填寫 For Official Use		
編號 No.	收表日期 Date of Receipt	組別 Cat.

(1) 申請人姓名
Name of Applicant: _____

(2) 香港身分證號碼(首四個數字)
Hong Kong Identity (ID) Card No. (First 4 digits): _____

(3) 職位
Position Held: _____

(4) 所代表機構／團體的名稱
Name of Organisation Represented: _____

(5) 機構／團體的郵遞地址
Postal Address of Organisation: _____

(6) 電話號碼
Tel. No.: _____

(7) 傳真號碼
Fax No.: _____

(8) 機構／團體的相關註冊證書號碼
No. of Relevant Registration Certificate of the Organisation: _____

(9) 擬租用的設施
Facility/Facilities Required: _____

(10) 用途
Purpose of Use: _____

(11) 租用日期(請列明)
Date(s) of Use (Please specify): _____

(12) 租用時間(請列明)
Time of Use (Please specify): _____

(13) 預期參加人數
Estimated Number of Participants: _____

(14) 會否向參加者收取費用
Will you collect fees/charges from the participants? 會／不會*
* Yes/ No
如會，收費多少？
If yes, how much? 每位 _____ 元
\$ _____ per person

(15) 活動會否帶來其他收入
Will any other income be derived from the activity? 會／不會*
* Yes/ No
如會，(i) 收入多少？ _____ 元 (ii) 來源(請列明)
If yes, (i) how much? \$ _____ (ii) source (please specify) : _____

(16) 活動的負責人(請提供兩名負責人，其中一名負責人必須在已預訂的時段到有關場地取場。)
Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

負責人(A)
Responsible person (A)
先生／女士* 職位
* Mr/Miss/Ms/Mrs Position Held: _____
香港身分證號碼(首四個數字) 電話號碼
Hong Kong ID Card No. Tel. No.: _____
(First 4 digits): _____

負責人(B)
Responsible person (B)
先生／女士* 職位
* Mr/Miss/Ms/Mrs Position Held: _____
香港身分證號碼(首四個數字) 電話號碼
Hong Kong ID Card No. Tel. No.: _____
(First 4 digits): _____

本人已閱悉並承諾遵守最新的《康樂及文化事務署(康文署)康樂及體育設施使用條件》(網址：<http://www.lcsd.gov.hk/tc/condition/index.html>)。在租用設施期間，如本人或獲授權人士在使用設施時因疏忽而引致任何人士蒙受財物損失或損毀，或身體受傷或死亡，以致有關人士向康文署提出任何訴訟、申索或索求，本人必須向康文署作出彌償。

I have read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Recreation and Sports Facilities (website: <http://www.lcsd.gov.hk/en/condition/index.html>) 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.

申請人簽署

Signature of Applicant : _____

申請人姓名(正楷)和職位

Name in Block Letters and Position of Applicant : _____

日期

Date : _____

機構／團體印章

Official Chop of Organisation : _____

* 請刪去不適用者
Please delete as appropriate

備註

Note

1. 申請人所提供的個人資料只作處理有關使用康文署轄下康樂及體育設施的申請之用。如欲更正或查閱在本表格上填寫的個人資料，請與有關訂場處聯絡。
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. 在遞交申請表時，請一併附上已貼郵票的回郵信封。
Please enclose a stamped return envelope when submitting this application form.
3. 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/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).