



綜合或專用預訂場地申請表
Application Form for Block Booking of Venue

訂場編號：_____
Booking No.

租用團體／部門： _____ 會員證號碼： _____
Name of Organization/Division _____ Membership Card No. _____

地址： _____
Address _____

活動名稱： _____
Name of Activity _____

活動內容： _____ 參加人數： _____
Content of Activity _____ No. of Participants _____

租用場地 Venues Booked			OFFICIAL USE ONLY
地點 Venue	日期 Date	時間 Time	場租 Venue Charge
羽毛球場 Badminton Courts 場號 _____ 至 _____ Court No. to			
禮堂 Hall			
舞台 Stage			
三樓舞蹈館 3/F Dance Studio			
四樓舞蹈室 4/F Dance Room			
游泳池 Swimming Pool _____ 條線道 No. of Lanes			
活動室 Activity Room _____ 個室 No. of Rooms			
露天花園 Roof Garden			

所需設施 Facilities Requested	設施收費：
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團體印鑑

Company Chop

請填妥一式兩份的表格並交回本中心
Please fill in the form in duplicate and return to our Centre.

負責人： _____
Responsible Person (正楷)
Block Letter

職銜： _____
Position

聯絡電話： _____
Contact Tel No.

負責人簽署： _____
Signature of Responsible Person

日期： _____
Date

租用場地須知

1. 所有本中心場地及設施之綜合或專用預訂只限團體會員申請；
2. 租用團體須於使用日期一個月前遞交申請表格；
3. 使用日期前不足三十天提出之申請，須視乎場地是否可以提供，才作考慮；
4. 每次租用場地週期完結後，本中心有權因應當時訓練班之安排及其他團體之租用情況而釐定原有租用時段之分配；
5. 本中心有權拒絕或接受任何申請；
6. 申請獲得批准後，租用團體須於租用日期前繳清一切費用；
7. 抵達場地後，租用團體應先與有關場館之服務員接洽；
8. 所預訂之場地，未經本中心許可，不得轉作其他用途；
9. 如遇惡劣天氣，緊急場地維修或其他突發之原因，本中心有權無須預早通知而取消任何預訂之場地，本中心將與受影響之租用團體編排另一時間或安排退還費用；
10. 如租用團體於使用日期前兩星期通知取消預訂場地，可獲退還百分之八十租金；
11. 場地內所舉行之活動，如被發現涉嫌具有賭博、欺詐或其他不當行為，本中心有權即時終止活動之進行；
12. 使用之場地或設施，如有任何損壞或遺失，租用團體必須負責修理或以損壞物件之時價，或以相同之新物件替代作賠償；
13. 租用團體須確保其活動之所有參加者，均遵守本中心之規則。

Booking Information

1. Exclusive and block booking of the Centre's venues and facilities are confined to Group Members only.
2. Applications should be submitted one month before the date of use.
3. Applications which are submitted less than 30 days before the date of use may be considered subject to the availability of venues.
4. After completion of a booking cycle, the Centre reserves the right to re-allocate appropriate venue to the organization according to the current occupation of venues by training classes and other Group Members.
5. The Centre reserves the right to accept or refuse any application.
6. If the application is approved, all charges must be paid prior to the date of use.
7. When arriving at the venue, the organization should contact the Service Assistant concerned first.
8. The reserved venue must not be used for other purposes other than its original nature of function without prior approval from the Centre.
9. In case of bad weather, emergent repair and maintenance or other emergencies, the Centre reserves the right to cancel the booking of reserved venue without prior notice. The affected organization will be arranged for another booking or refund of money.
10. 80% of the amount paid by the organization will be refunded if the Centre is notified in writing of the cancellation of the booking of venue at least 2 weeks before the date of use.
11. The Centre reserves the right to stop the activity immediately in case it is suspected that gambling, cheating or some other improper conduct is going on at the venue.
12. In case of any damage or loss of facilities, the organization is responsible for repair or compensate the Centre either by payment of the current price of the damaged article or by replacement of a new identical one.
13. The organization is responsible for ensuring that all participants of its activity observe the regulations of the Centre.

OFFICIAL USE ONLY

I. Responsible Division

Name of the Programme	
Booking Code Confirmed by _____ Div.	
Basic Venue Charges	
Additional Facilities Charges	
Other Charges	
Total Charges	

Date: _____ Division Head: _____

II. Finance Division

Booking	Internal Transfer	
Reservation Ref. No.:	AHR	
Booking Counter Marked By:	Rec'n & Sports	
	G & C	
Checked By:	Elderly	

Date: _____ Accounting Manager: _____