申請使用康樂及文化事務署轄下的康樂及體育設施
Application for Use of the Recreation and Sports Facilities managed by the Leisure and Cultural Services Department

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

＜＜範本＞＞

(1) 申請人姓名 **<<只供本會填寫>>**
Name of Applicant:

(2) 香港身份證號碼(首四個數字) **<<只供本會填寫>>**
Hong Kong Identity (ID) Card No. (First 4 digits):

(3) 職位 **<<只供本會填寫>>**
Position Held:

(4) 所代表機構／團體的名稱 **<<只供本會填寫>>**
Name of Organisation Represented:

(5) 機構／團體的郵遞地址 **<<只供本會填寫>>**
Postal Address of Organisation:

(6) 電話號碼 **<<只供本會填寫>>**
Tel. No.:

(7) 傳真號碼 **<<只供本會填寫>>**
Fax No.:

(8) 機構／團體的相關註冊證書號碼 **<<只供本會填寫>>**
No. of Relevant Registration Certificate of the Organisation:

(9) 場地名稱 **例： 北河街體育館 (大活動室)** **<<屬會填寫>>**
Name of Venue:

(10) 擬租用的設施 (請註明數量) **例：** **<<屬會填寫>>**
Facilities Required: (Please specify the number required):

籃球／排球／羽毛球場*	足球／欖球／曲棍球場	壁球場	其他：
_____ * Basketball/ Volleyball/ Badminton Court	_____ Soccer/ Rugby/ Hockey Pitch	_____ Squash Court	Others: _____
網球／練習場	**1** 活動／~~舞蹈／多用途活動室~~	射箭場	
_____ Tennis/ Practice Court	_____ Activity/ Dance/ Multi-purpose Room	_____ Archery Range	

(11) 用途 **<<屬會填寫>>**
Purpose of Use:
~~本地國際賽事／錦標賽／聯賽~~／**訓練活動**／~~康體活動*~~
Local International Event／Championship／Leagues／Training／Recreation and Sports Activities*

(12) 租用日期(請列明) **例：5, 12, 19, 26/ 1/ 2024 (逢星期五)** **<<屬會填寫>>**
Date(s) of Use (Please specify):

(13) 租用時間(請列明) **例：17:00 – 21:00** **<<屬會填寫>>**
Time of Use (Please specify):

(14) 預期參加人數 **例：20 人** **<<屬會填寫>>**
Estimated Number of Participants:

(15) 會否向參加者收取費用 **例：** **會／~~不會*~~** **<<屬會填寫>>**
Will you collect fees/charges from the participants? * Yes/ No
如會，收費多少？ 每位_____**300**_____元
If yes, how much? $ _____ per person

(16) 活動會否帶來其他收入 會／不會* **<<屬會填寫>>**
Will any other income be derived from the activity? * 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) :_____

(17) 活動中會否展示／使用／升起國旗／區旗及／或國徽／區徽 會／不會* **<<屬會填寫>>**
Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event? Yes/ No_

(18) 活動中會否奏唱國歌 會／不會* **<<屬會填寫>>**
Will the national anthem be played or sung at the event? Yes/ No *_

(註：如會，你必須遵從相關法例，即《國旗及國徽條例》(文件 A401)、《區旗及區徽條例》(文件 A602)及《國歌條例》(文件 A405）等訂明的規定，以及確保參加者亦遵從相關法例。租用人如欲於租用期間展示、使用或升起國旗／區旗及／或國徽／區徽，必須確保其設計遵守相關條例規定的規格，並事先向副行政署長提出書面申請（電郵：flags&emblems@cso.gov.hk；傳真：28046552）。處理時間視乎個別情況而定，一般而言，需要大約 3 至 4 個星期。詳情請瀏覽：
https://www.elegislation.gov.hk/hk/A401
(《國旗及國徽條例》)

https://www.elegislation.gov.hk/hk/A602
(《區旗及區徽條例》)

https://www.elegislation.gov.hk/hk/A405
(《國歌條例》)

有關國歌的標準曲譜及官方錄音，請參閱政制及內地事務局網頁：
https://www.cmab.gov.hk/tc/issues/national_anthem.htm

(Note: If yes, you have to comply with the requirements as stipulated in the concerned Ordinances, i.e. National Flag and National Emblem Ordinance (Instrument A401) Regional Flag and Regional Emblem Ordinance (Instrument A602), National Anthem Ordinance (Instrument A405), etc. and ensure that the participants comply with the Ordinances as well. Hirers who would like to display, use or raise the national / regional flag and/or national / regional emblem during their booked sessions should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and prior written applications should be sent to the Deputy Director of Administration (email: flags&emblems@cso.gov.hk: fax: 2804 6552). The processing time, which takes about 3 to 4 weeks in general, would depend on individual circumstances. For details, please visit:

https://www.elegislation.gov.hk/hk/capA401
(National Flag and National Emblem Ordinance)

https://www.elegislation.gov.hk/hk/capA602
(Regional Flag and Regional Emblem Ordinance)

https://www.elegislation.gov.hk/hk/A405
(National Anthem Ordinance)

The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem.htm

(19) 會否租用擴音系統(如適用) Will you hire the Public Address System? (If applicable)	會／不會* * Yes/ No	**<<屬會填寫>>**

(20) 活動的負責人姓名 (以香港身份證所載者為準) **<<屬會填寫>>**
(請提供三名負責人的英文姓名，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 (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 venue.):

負責人(A) Responsible person (A)			
先生／女士* * Mr/Miss/Ms/Mrs	**CHAN Tai Man**	職位 Position Held:	**教練**
香港身份證號 Hong Kong ID Card No.:	**A123456(0)**	電話號碼 Tel. No.:	**6123 4567**
負責人(B) Responsible person (B)			
先生／女士* * Mr/Miss/Ms/Mrs	**CHAN Siu Ming**	職位 Position Held:	**教練**
香港身份證號碼 Hong Kong ID Card No.:	**A123456(0)**	電話號碼 Tel. No.:	**6345 6789**
負責人(C) Responsible person (C)			
先生／女士* * Mr/Miss/Ms/Mrs	**CHAN Siu Man**	職位 Position Held:	**教練**
香港身份證號碼 Hong Kong ID Card No.:	**A123456(0)**	電話號碼 Tel. No.:	**9123 4567**

本人代表_____**<<只供本會填寫>>**_____(機構／團體名稱)(下稱「本機構／團體」)作出承諾，如是項申請獲得批准，在收到康樂及文化事務署(康文署)發出的付款通知書後，本人會即時支付租用該康體設施的所有費用；如設施在本機構／團體使用期間遭到任何損毀，本

人會支付有關的修理費用；以及如在該段期間有任何設備、器具、裝置或其他財物遭到損壞或破壞、失竊或被移走，本人亦會支付修理、修復或重新購置有關物品的費用。本人聲明，上述申請是因本機構／團體舉辦活動而提出，所提供的資料均屬正確。

If this application is successful, I, on behalf of _____<<只供本會填寫>>_____ (Name of the Organisation)(the Organisation), undertake to pay all charges arising from the hiring of the recreation and sports facility/facilities immediately upon the receipt of Advice of Payment issued by the Leisure and Cultural Services Department (the LCSD). I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing or 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.

本人已閱悉並承諾遵守康文署最新的《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，如本人或獲本人准許進入設施的任何人士使用設施時因本人或上述獲准進入設施人士本身任何作為、不作為、失責行為、行為不當或疏忽而引致任何人士蒙受任何損失、損毀或傷亡，以致有關人士向政府、其僱員及代理人提出訴訟、申索、索求及法律程序，本人必須就所有這些訴訟、申索、索求及法律程序向政府、其僱員及代理人作出彌償。

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, demands and proceedings 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 any person admitted by me to the facility/facilities due to my act, omission, default, misconduct or negligence or on the part of such person admitted to the facility/facilities as aforesaid.

· 本人代表_____<<只供本會填寫>>_____(機構／團體名稱)(下稱「本機構／團體」)聲明，本機構／團體租訂此段節及設施只用作「本機構／團體」活動之用，並承諾如因任何原因未能使用所租訂的段節及設施，會在用場日期前最少 20 天通知有關的場地辦事處取消預訂，並不會透過任何形式轉讓用場許可。

· I, on behalf of _____<<只供本會填寫>>_____ (name of organisation/group) (hereinafter referred to as "the organisation/group"), declare that the session and facility hired by the organisation/group is only used for event organised by the organisation/group and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

申請人簽署
Signature of Applicant : <<只供本會填寫>>_____

申請人姓名(正楷)和職位
Name in Block Letters and Position of Applicant : <<只供本會填寫>>_____

日期
Date : <<只供本會填寫>>_____

機構／團體印章
Official Chop of Organisation : <<只供本會填寫>>_____

* 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，只作處理租訂申請和使用康樂及文化事務署康樂及體育設施之用，本署授權人員基於上述目的方可查閱。在未得申請人事先同意前，本署不會向其他人士或機構披露所收集得關於申請人的資料。申請人如欲更正或查閱所提供的個人資料，請聯絡接受租訂申請的場地／所屬的分區康樂事務辦事處(https://www.lcsd.gov.hk/clpss/tc/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder= 。

如申請人未能提供所需的個人資料，本署將無法處理有關申請。
The information provided by the Applicant will only be used for booking applications processing and the use of recreation and sports facilities under the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. The information this Department collected about the applicant will not be disclosed to any other party without the applicant's prior consent. For correction of or access to the personal data provided in this form, please contact the venue/ the District Leisure Services Office. (https://www.lcsd.gov.hk/clpss/en/webApp/PhoneAddress.do?cat=DLSO&dist=ALL&keyword=&pageNo=1&sortField=&sortOrder=) which accepted the application. If an applicant fails to provide the personal information required, this Department will not be able to process his/her application.

2. 在遞交申請表時，請夾附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(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).

4. 申請人必須填寫所有資料及簽妥聲明。如填寫資料不全，申請將不獲受理。
Applicants must fill in all fields and duly sign the declaration. If the applicant provides incomplete information, the application will not be accepted.