



香港中華游樂會
CHINESE RECREATION CLUB, HONG KONG

香港大坑銅鑼灣道123號
123 Tung Lo Wan Road, Tai Hang, H.K.
電話 Tel : 2577-7376
傳真 Fax : 2576-5242
網址 Website : www.crchk.org

學校/非政府機構(NGOs)/體育總會/青年及制服團體/政府部門租用設施申請表
Facilities booking for schools/NGOs/NSAs/youth & uniformed groups and government departments
Application Form

租用團體資料/Organization information:

團體名稱/Name of organization _____

聯絡人姓名/Name of contact person _____ 職位/Title _____

電話/Tel. no. _____ 傳真/Fax no. _____ 電郵/E-mail _____

地址/Address _____

設施租用資料/Booking facilities:

設施及數目/Facility and nos.(請參閱可租用設施及收費表/Please refer to the available facilities and charges)

日期/Date _____ 時間/Time _____ 使用人數/Number of users _____

舉辦活動性質/Activities to be organized _____

申請須知/Procedures and requirements:

1. 租用設施，須於使用日起計，十四天前申請(但不得多於三十天)，並填妥申請表，連同團體註冊證明文件副本傳真至本會(2576 5242)，待本會批核及通知後，方可使用。
Applicants must submit the completed application form together with a copy of the organization registration document send to the Club by fax (25765242) not less than 14 days but not more than 30 days before the date of use of the facilities. The Club will notify the successful applicants in writing.
2. 租用團體須提供活動參加者名單及香港身份證號碼，並證明他們是該團體成員，參加者當日須出示身份證核對身份。
Applicants must provide the name list & HKID No. of the users and certify that those names in the list are members of their organization. Users will be asked to show their HKID for identification.
3. 取消租用須於七天前通知。
Cancellation must be 7 days prior to the date of the use of the facilities.
4. 租用設施費用須於使用前七天支付，以預留場地。逾期支付者不予租用。兩次或以上預訂後取消，本會不再接受該團體租用。
Payment must be made 7 days prior to the use of the facilities, failing which the application for the use of facilities will not be accepted. The Club will not consider any organization's future application for use of facilities if the organization successfully made a booking but cancelled twice.
5. 所有設施租用，需視乎本會使用情況而定。本會保留更改租用時間及收費之權利。
All applications are subject to the usage conditions of the Club's facilities, The Club reserves the right for any changes in booking time and charges of facilities.

6. 除非得到事先許可，租用團體只能在指定日期及時間內使用其已租用的設施。
Unless approval of the Club is given, the successful applicant can only use the booked facilities within the approved day and time only.
7. 成功申請租用之團體不得將租用時段轉租/轉讓其他任何團體或個人。否則，會方保留追究法律責任之權利。
Successful applicants cannot transfer the booked session to any other organizations or persons. The Club will reserve its right for legal action otherwise.
8. 租用團體須提供有效的第三者保險，而保額以每單一保險事故須不少於港幣\$10,000,000 及每一保單年度所有保險事故累計不設賠償上限，且保單必須有擴展保障會所責任條款，並列明本會是投保人之一。
Applicants must submit a valid Third Party Liability Insurance (with premium receipt) to have a cover limit of at least HK\$10,000,000 for any one accident and unlimited amount in aggregate where the interests of Chinese Recreation Club, Hong Kong is included under the insured name and the aforesaid Liability Insurance must imposed the Indemnity to Principal Clause.

Disclaimer Statement:

申請團體清楚明白使用會所設施須受下列條件限制：

Applicants acknowledge specifically that users will be bounded by the following conditions for using the facilities of the Club:

1. 租用團體須遵守本會規則及有關場地使用規則。不遵守規則又不聽勸告者，本會將取消其租用資格。
Applicants should observe the Club's general rules and regulations including the rules of using facilities of the Club. The Club may not consider any organization's future application should there be violation of rules or misbehavior of the users.
2. 租用團體須自行購買保險，使用設施過程中所造成的任何設施損壞，須由使用者負責並作出賠償。
Users should take out their own liabilities insurance and shall be responsible for any damages caused.
3. 於會所範圍內及使用設施時，租用團體須自行承擔風險，任何損傷或財物損失，均自行負責。
By using the Club's facilities, the users acknowledge that they are using the Club's facilities at their own risks and the Club will not be held responsible for any injuries caused while using the Club' facilities or during their visit to the Club.

本人同意上述申請須知及免責聲明並獲授權代表_____ (團體名稱)簽署。

I agreed to the above procedures and requirements and the disclaimer statement and am authorized to sign on behalf of the _____ (name of organization).

授權簽署/Authorized signature _____ 日期/Date _____

簽署者全名/Fill in full name _____

租用團體蓋印/Chop of organization _____

【由香港中華游樂會填寫】

【For Club use only】

審核/Approved by _____

授權人姓名/Name of authorized person _____

簽署/Signature _____ 日期/Date _____

學校/非政府機構(NGOs)/體育總會/青年及制服團體/政府部門可租用設施及收費

Available facilities & charges for schools/NGOs/NSAs/youth & uniformed groups and government departments booking

- 租用設施，須於使用日起計，十四天前申請(但不得多於三十天)，並填妥申請表，連同團體註冊證明文件副本傳真至本會(2576 5242)，待本會批核及通知後，方可使用。
Applicants must submit the completed application form together with a copy of the organization registration document send to the Club by fax (25765242) not less than 14 days but not more than 30 days before the date of use of the facilities. The Club will notify the successful applicants in writing.
- 租用團體可寫信或由本會網站 www.crchk.org 下載申請表。
Application form can be obtained by writing a letter to the Club or download from the Club's website www.crchk.org

可租用設施及收費/ Available facilities and charges

設施 Facilities	時段 Opening time slots 平日 Mon.-Fri.	收費 Charges	時段 Opening time slots 周末及公眾假期 Weekends & Public Holidays	收費 Charges
室外網球場 Outdoor Tennis Courts	10am-1 pm 1pm-4 pm	10am-1pm (一節) \$90/每人/每節(3 小時) 1pm-4pm (一節) \$90/每人/每節(3 小時) (如要求照明，另加\$50/每小時/每個場) 10am-1pm session \$90/per person/per 3 hours session 1pm-4pm session \$90/per person/per 3 hours session (For lightings if required an addition of \$50/ per hour/per court)	8pm-11 pm	8pm-11pm (一節) \$140/每人/每節(3 小時) (另加照明費\$50/每小時/每個場) 8pm-11pm session \$140/per person/per 3 hours session (An addition of \$50/ per hour/per court for lightings)
壁球場 Squash Courts	10am-6pm	\$40/每人/每 45 分鐘 \$40/ per person/per 45 minutes		
高爾夫球練習場 Golf Driving Range	12noon-2pm; 7pm-10pm	\$52/每小時/\$26/每半小時/每條球道 \$52/per hour; \$26/per half hour per bay		
乒乓球檯 Table Tennis	10am-1pm 1pm-6pm	10am- 1pm (一節) \$25/每人/每節(3 小時)另加\$50/每小時/每檯 1pm- 6pm (一節) \$25/每人/每節(5 小時)另加\$50/每小時/每檯 10am- 1pm session \$25/per person/per 3 hours session plus \$50/per hour/per table 1pm- 6pm session \$25/per person/per 5 hours session plus \$50/per hour/per table		

所有設施租用，需視乎本會使用情況而定。本會保留更改租用時間及收費之權利。

All applications are subject to the usage conditions of the Club's facilities.

The Club reserves the right for any changes in booking time and charges of facilities.

學校、青年及制服團體、體育總會及非政府機構(NGOs)平日(星期一至五)享有 50%收費優惠。

Concession rates of 50% of standard charge on weekdays for schools, youth & uniformed groups, NSAs & NGOs.

按節收費，以本會指定節數內的時間為限，跨節租用以兩節計算收費。(例：中午 12 時至下午 2 時租用以兩節計算收費)

Fees & charges per session are based on designated hours. Any cross designated session hours will be charged 2 sessions. (for example, 12noon to 2pm will be charged for 2 sessions)