



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

學校/非政府機構(NGO)/體育總會/青年及制服團體/政府部門借用設施申請表

Facilities Booking for Schools/NGOs/NSAs/Youth & Uniformed Groups and Government Departments

Application Form

借用團體資料/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 _____

設施借用資料/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. 借用設施，須於使用日起計，30 天前申請(但不得多於 90 天)，並填妥申請表，連同團體註冊證明文件副本電郵至本會 (sports@crchk.com)，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 email (sports@crchk.com) not less than 30 days but not more than 90 days before the date of use of the facilities. The Club will notify the successful applicants in writing.

2. 借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. 取消借用須於七天前通知。

Cancellation must be 7 days prior to the date of the use of the facilities.

4. 兩次或以上預訂後取消，本會不再接受該團體借用。

The Club will not consider any organization's future application for booking of facilities if the organization successfully made a booking but canceled twice.

5. 所有設施借用，需視乎本會使用情況而定。本會保留更改借用時間之權利。

All applications are subject to the usage conditions of the Club's facilities, The Club reserves the right to any changes in the booking time of facilities.

6. 除非得到事先許可，借用團體只能在指定日期及時間內使用其已借用的設施。

Unless approval from the Club is given, the successful applicant can only use the booked facilities within the approved day and time only.



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

7. 成功申請借用之團體不得將借用時段轉租/轉讓其他任何團體或個人，並不可收取費用以賺取利潤。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, cannot charge fees to earn profits. The Club will reserve its right to legal action otherwise.

8. 借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 coverage limit of at least HK\$10,000,000 for any one accident and an 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 impose the Indemnity to Principal Clause.

免責聲明/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. 借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，本會將取消其借用資格。

Applicants should observe the Club's general rules and regulations including the rules for using the facilities of the Club. The Club may not consider any organization's future application should there be a violation of rules or misbehavior of the users.

2. 借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，借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 risk and the Club will not be held responsible for any injuries caused while using the Club's 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 I 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/Full name of the authorized signatory _____

借用團體蓋印/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 _____