



FACILITY BOOKING REQUEST FORM (International Events)
The Kowloon Cricket Club
10 Cox's Road
Kowloon, Hong Kong
Tel: 3473-7144
Fax: 2311-1432
Email: facility.booking@kcc.org.hk

Please complete all the details below *accurately*

Organization: _____

Applicant's Name: _____

Address: _____

Telephone: (H) _____ (O) _____ (M) _____

Fax: _____ E-Mail Address: _____

Alternate Contact: _____

Address: _____

Telephone: (H) _____ (O) _____ (M) _____

Fax: _____ E-Mail Address: _____

Emergency contact person for the event (if different from above)

Name: _____ Tel: _____

Event Description: _____

| Date | Start Time | End Time | Venue | Description | OFFICE USE ONLY |
|------|------------|----------|-------|-------------|-----------------|
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Additional Details:

Payment Method: Cheque Credit Card Cash Bank Transfer

Payment Details: _____

Applicant Signature with Company Stamp

Date

Terms & Conditions

- The organizer will be liable to any damages to the facility during the events.
- Applicants must submit the completed application forms by fax or in person to the Club at least 120 days before the date of use of the facilities. The applications will be processed on a first-come-first served basis.
- Applicants will be informed of their application results within 14 days upon receipt of the completed application forms.
- Facility booking is subject to the availability of the venue and/or use by Club Members.
- The Facilities listed below will not be available for booking for maintenance:
 - Main Ground – every Monday plus one week per month for the months of June to August each year
 - Lawn Bowls – every Monday and Thursday
 - Swimming Pool – every Monday plus the entire pool is closed for Winter from mid December to end of March
- At times these facilities may be closed for emergency maintenance.
- The sports that can be played on Main Ground are cricket, football, hockey and physical training.
- The sports that can be played in the Sports Hall are badminton, basketball, indoor hockey and indoor football (softball).
- The application must attach the following information when submitting this form.
 - A list of participants for the event (if applicable)
 - Third party liability insurance min HK\$10M for the event (may be submitted after approval of application)
 - Business Registration of organizer of the event
 - First Aid Provider to the event
- Once this application has been approved, a negotiable agreement will be followed.

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| OFFICE USE ONLY | Ref/Serial No. _____ |
| Received By: | Date: |
| Approved By: | Date: |