



FACILITY BOOKING REQUEST FORM (NSA)
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

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 be a part of “national sports association” which is affiliated to its respective International Federation and is a member of the Sports Federation & Olympic Committee of Hong Kong, China;
- Applicants must submit the completed application forms by fax or in person to the Club at least 28 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
- 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 following table shows the time and price for facility booking

	Facilities on the Lot	No. of Facilities Available	Requisition Hours Available 7am-11pm		Hire Charges for NSA dependent on request and merit basis (Charges may be waived depending on the nature of the applicant)
			Weekdays	Weekends and Public Holidays	
1	Cricket Nets	2 lanes	8am-12noon	N/A	HK\$50 per head per hour session
2	Bowling Alley	4 lanes	3pm-10pm	N/A	HK\$30 per head per game
3	Lawn Bowls	6 rinks	10am-4pm	10am-6pm	HK\$50 per head per hour session
4	Main Ground	1 field	2pm-6pm	10am-7pm	HK\$150 per head per 4 hour session
5	Squash Courts	4 courts	7pm-10pm	N/A	HK\$50 per head per 45 minute session
6	Tennis Courts	3 courts	6pm-10pm	N/A	HK\$50 per head per hour session

- 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.

OFFICE USE ONLY

Received By:

Approved By:

Ref/Serial No. _____

Date:

Date: