



FACILITY BOOKING REQUEST FORM (Outside Bodies)

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: _____

Booking Type: Normal Booking Priority Booking

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 (Outside Bodies) must be as follows-
 - any school as defined in s.3(1) of the Education Ordinance (Cap. 279); any regulations made there under and any amending legislation;
 - any non-governmental organisation that is receiving recurrent subvention from the Social Welfare Department;
 - any "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;
 - any uniformed group and youth organisation that is receiving recurrent subvention from the Home Affairs Bureau; and
 - any Government department.
- Applicants must submit the completed application forms by fax or in person to the Club at least 21 days (for Normal Booking)/ 28 days (for Priority Booking) 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 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 outside bodies dependent on request and merit basis (Charges may be waived depending on the nature of the applicant)
		Weekdays		Weekends and Public Holidays		
		Opening time slots	Time slots for priority booking	Opening time slots	Time slots for priority booking	
1 Badminton Courts	2 courts	10am-2pm	10am-2pm	N/A	N/A	HK\$30 (court fee) + \$50 per head per hour session
2 Bowling Alley	4 lanes	9am-3pm	9am-3pm	12-1PM	12-1PM	HK\$30 per head per game
3 Lawn Bowls	3 rinks	10am-12noon	10am-12noon	N/A	N/A	HK\$50 per head per hour session
4 Main Ground	1 field	10am-2pm	10am-2pm	N/A	N/A	HK\$150 per head per 4 hour session
5 Squash Courts	2 courts	10am-12noon 2:30pm-4:30pm	10am-12noon 2:30pm-4:30pm	8-10AM	8-10AM	HK\$50 per head per 45 minute session
6 Swimming Pool	2 lanes	10am-2pm	10am-2pm	N/A	N/A	HK\$35 per head (weekday) / HK\$60 per head (Sat/Sun/PH)
7 Tennis Courts	1 court	7am-9am	7am-9am	N/A	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	Ref/Serial No. _____
Received By:	Date:
Approved By:	Date:

