



## 團體租場申請表

### Facilities Booking Form for Outside Bodies

請刪去不適用者  
 Please delete as appropriate

(1) 申請人姓名 Name of Applicant: _____		
(2) 香港身分證號碼(首四個數字) Hong Kong Identity (ID) Card No. (First 4 digits): _____	(3) 職位 Position Held: _____	
(4) 所代表機構/團體的名稱 Name of Organisation Represented: _____		
(5) 機構/團體的郵遞地址 Postal Address of Organisation: _____		
(6) 電話號碼 Tel. No.: _____	(7) 傳真號碼 Fax No.: _____	
(8) 機構/團體的相關註冊證書號碼 No. of Relevant Registration Certificate of the Organisation: _____		
(9) 擬租用的設施 (請註明數量) Facilities Required: (Please specify the number required):		
籃球/排球/ 乒乓球/羽毛球場* *Basketball/ Volleyball/ Table Tennis/ Badminton Court	活動/舞蹈/ 會議/健身/ Function / Dance / Conference / Fitness /	其他: Others: _____
(10) 電郵地址 E-mail Address: _____		
(11) 租用日期及時間(請列明): Date(s) & Time of Use (Please specify): _____		
(12) 預期參加人數 Estimated Number of Participants: _____	(13) 用途 Purpose of Use: _____	
(14) 活動的負責人(請提供兩名負責人的姓名, 其中一名負責人必須在已預訂的時段到有關場地取場。) Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):		
負責人(A) Responsible person (A)		
先生/女士* * Mr/Miss/Ms/Mrs	職位 Position Held: _____	電話號碼 Tel. No.: _____
香港身分證號碼(首四個數字) Hong Kong ID Card No. (First 4 digits): _____		
負責人(B) Responsible person (B)		
先生/女士* * Mr/Miss/Ms/Mrs	職位 Position Held: _____	電話號碼 Tel. No.: _____
香港身分證號碼(首四個數字) Hong Kong ID Card No. (First 4 digits): _____		

(15) 如需借用器材, 需另收取費用並請列明器材名稱及數量。詳情請與本會職員聯絡。

如設施在本機構／團體使用期間遭到任何損毀，本人會支付有關的修理費用；以及如在該段期間有任何設備、器具、裝置或其他財物遭到損壞或破壞、失竊或被移走，本人亦會支付修理、修復或重新購置有關物品的費用。本人聲明，上述申請是因本機構／團體舉辦活動而提出，所提供的資料均屬正確。

I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting or other property damaged or destroyed, stolen or removed during the use of the facility/facilities by the Organisation. I declare that the above application is for the purpose of organising activity by the Organisation, and all information provided herewith is true and correct.

本人已閱悉並承諾遵守最新的《大埔體育會李福林體育館用場細則》(網址：[www.tpsa.org.hk/facility.html](http://www.tpsa.org.hk/facility.html))。在租用設施期間，如本人或獲授權人士在使用設施時因疏忽而引致任何人士蒙受財物損失或損毀，或身體受傷或死亡，以致有關人士向大埔體育會提出任何訴訟、申索或索求，本人必須向大埔體育會作出彌償。

I have read the latest Conditions of Use of Tai Po Sports Association Limited Li Fook Lam Indoor Sports Centre (TPSA) Recreation and Sports Facilities (website: [www.tpsa.org.hk/facility.html](http://www.tpsa.org.hk/facility.html)) and I undertake to observe the Conditions. During the hire period, I shall indemnify the TPSA against all actions, claims and demands by any person who suffers or sustains any loss, damages, injury or death arising out of or as a result of the use of the facility/facilities by me or a person authorised by me due to my negligence or the negligence of such an authorised person.

申請人簽署

Signature of Applicant: \_\_\_\_\_

申請人姓名(正楷)和職位

Name in Block Letters and Position of Applicant: \_\_\_\_\_

日期

Date: \_\_\_\_\_

機構／團體印章

Official Chop of Organisation : \_\_\_\_\_

由辦事處填寫

For Official Use :

1. 租用的設施

Facilities of Booking : \_\_\_\_\_

2. 租用日期及時間

Date & Time of Booking : \_\_\_\_\_

3. 費用

Charge: \_\_\_\_\_

4. 備註

Remark : \_\_\_\_\_

5. 請於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日或之前繳交費用。閣下可以現金或支票形式付款，支票抬頭請填「大埔體育會有限公司」。如未能依時繳費，則作放棄用場論，而不作另行通知。

6. 核准人簽署(總務主任)

Approved Signature: \_\_\_\_\_

日期

Date : \_\_\_\_\_

7. 批准人簽署(行政總監)

Signature of approval: \_\_\_\_\_

日期

Date : \_\_\_\_\_

8. 收據號碼

Receipt No : \_\_\_\_\_

繳費日期

Date Paid : \_\_\_\_\_

職員簽署

Signature of Staff : \_\_\_\_\_