



Fax No. : 3188 7194

Yau Yat Chuen Garden City Club Ltd.
又一村花園俱樂部有限公司

Recreation and Sports Facilities Reservation Form

To : Yau Yat Chuen Garden City Club Ltd.

From : _____ (Our organization name)

We would like to book your recreation and sports facilities as follows :

Date	Time	Recreation & Sports Facilities	No. of Users	Fees	For Official Use Only
Total :					

We agree to settle the payment by cash at the Recreation Counter before the registration to take up the booked venue on event date. If we are unable to check in on the scheduled time or fail to cancel the booking one day in advance, we are obliged to settle the full payment with administration fees within one month from the issue date of the bill. We for ourselves and on behalf of the users we arrange undertake to abide by the Club's Bye-laws & Rules, and to follow the directions of the Club staff in the use of recreation and sports facilities.

Responsible Person of the Applicant Organization

Name : _____

Position : _____

Address of Organization : _____

Contact Telephone No. : _____ (Office) _____ (Mobile)

Date : _____

Signature & Organization Chop

Points to Note :

- To make a booking of the specified recreation and sports facilities available within the coming 9 calendar days;
- Only advance booking will be accepted;
- The booking can be made from 9:00a.m. to 5:00p.m. during Monday and Thursday, and from 9:00a.m. to 3:00p.m. on Friday respectively (except public holidays);
- Please fill in the form and fax it to Yau Yat Chuen Garden City Club at 3188 7194 for booking;
- For cancellation of booking, please notify the staff of Recreation Counter of Yau Yat Chuen Garden City Club at 2397 4950 (with telephone recording system) one day prior to the event date;
- If the applicant organization fails to provide the required information, Yau Yat Chuen Garden City Club may not be able to process the booking;
- The personal data provided in the form are used for purposes related to the booking, billing and recording. The data may also be passed to Home Affairs Bureau or other government departments for statistical purposes;
- For enquiries, please feel free to contact the staff of Yau Yat Chuen Garden City Club at 2397 4311.