



Fax No. : 3188 7194

Yau Yat Chuen Garden City Club

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 upon check in. In case of “No Show” or “Late Notification”, we are obliged to settle the full payment with administration charges by cheque within one month from the date of issuance of the bill. We for ourselves and on behalf of the users we arrange undertake to abide by the Club’s Bye-laws and Rules, and to follow the directions of the Club’s staff in the use of recreation and sports facilities.

Person-in-charge

Name : _____

Position : _____

Address of Organization : _____

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

Date : _____

Signature & Organization Chop

Points to Note :

- The specified recreation & sports facilities are available for the recognized outside bodies to book within the next 9 calendar days;
- On day booking will not be accepted;
- The booking hours are 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 the Club at 3188 7194 for booking;
- For cancellation of booking, notification should be given to the staff of Recreation Counter at 2397 4950 (with telephone recording system) one day in advance of the event day;
- If the organization fails to provide the required information, the Club may not be able to process the booking;
- The personal data provided on form are used for purposes related to the application for booking, billing and recording. The data may also be passed to Home Affairs Bureau or other government departments for statistical purpose;
- For enquiries, please feel free to contact the Club at 2397 4311.