



Fax No. : 3188 7194

Yau Yat Chuen Garden City Club

Venue Reservation Form for Staging of INTERNATIONAL EVENTS

To : Yau Yat Chuen Garden City Club

From : _____(Our organization name)

We would like to book your recreation and sports facilities for the below event :

_____ (Event Name)

Date	Time	Recreation & Sports Facilities	No. of Users	Official Use Only

We agree to settle the rental payment of HK\$50,000 (payment per event per day) at the Recreation Counter with the cheque made payable to “Yau Yat Chuen Garden City Club Ltd.” 30 days before the event date. In case of “Late Notification”, we are obliged to settle the full payment with administrative charges. 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 :

- Reservation for staging international event is available for the next 12 months AND the qualified organization must submit their reservation 6 months prior to the event date;
- 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. The Club will notify applicants of the result of their applications within twenty eight days after collecting the completed reservation form;
- For cancellation of booking, notification should be given to the staff of Recreation Counter at 2397 4950 (with telephone recording system) fourteen days in advance of the event date;
- 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.