



Yau Yat Chuen Garden City Club

Procedures and Details for Recreation and Sports Facilities Booking

1. Booking Procedure

All recognized outside bodies on the list of Home Affairs Bureau are required to call the designated staff of the Club to enquire if the date and time slot of the specified recreation and sports facilities are available for booking within the next 9 calendar days. If the specified recreation and sports facilities are available for booking, the recognized outside bodies are required to fill in the “Recreation and Sports Facilities Reservation Form” and fax it to the Club at 3188 7194 for booking. 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. And, on day booking will not be accepted. The applicants will be processed on a first-come-first-served basis.

2. Cancellation Procedure

If the organizations want to cancel the booking, notification should be given to the staff of Recreation Counter at 2397 4950 one day in advance of the event date.

3. Payment Arrangement

The recognized outside bodies which have made the successful booking are required to settle the payment by cash at the Recreation Counter upon check in. In case of “No Show” or “Late Notification”, the recognized outside bodies are obliged to settle the full payment with administration charges by cheque within one month from the date of issuance of the bill. The cheque should be crossed and made payable to “Yau Yat Chuen Garden City Club Ltd.”.

4. Enquiry

Please feel free to contact the following staff at 2397 4311 :

- Ms. Anne Wu - Membership and Promotion Manager
- Mr. Kenrick Ko - Assistant Recreation Manager