



Yau Yat Chuen Garden City Club

## **Procedures and Details for Venue Reservation for Staging of INTERNATIONAL EVENTS**

### **1. Reservation 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 reservation as venue within the next 12 months. If the specified recreation and sports facilities are available for reservation, the recognized outside bodies are required to fill in the “Venue Reservation Form for Staging of INTERNATIONAL EVENTS” and fax it to the Club at 3188 7194 for reservation. The reservation 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, the reservation must be submitted 6 months prior to the event date. The applicants will be processed on a first-come-first-served basis.

### **2. Cancellation Procedure**

If the organizations want to cancel the reservation, notification should be given to the staff of Recreation Counter at 2397 4950 fourteen days in advance of the event date.

### **3. Payment Arrangement**

The recognized outside bodies which have made the successful reservation are required 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 “No Show” or “Late Notification”, the recognized outside bodies are obliged to settle the full payment with administration charges.

### **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