



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

Procedures and Details for Recreation and Sports Facilities Booking

1. Booking Procedure

The recognized outside bodies on the list of Home Affairs Bureau can contact the staff of the Club to make a booking of the specified recreation and sports facilities available within the coming 9 calendar days. If the specified recreation and sports facilities are available, the relevant outside bodies are required to fill in the “Recreation and Sports Facilities Reservation Form” and fax to the Club at 3188 7194 for reservation. 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). And, only advance booking will be accepted. The applications will be processed on a first-come-first-served basis.

2. Cancellation Procedure

If the recognized outside bodies want to cancel the booking, please notify the staff of Recreation Counter at 2397 4950 one day prior to the event date.

3. Payment Arrangement

The recognized outside bodies which have made the successful bookings are required to make cash payments at the Recreation Counter before the registration to take up the booked venue on event date. If the relevant outside bodies are unable to check in on the scheduled time or fail to cancel the booking one day in advance, they are obliged to settle the full payment with administration fees by a crossed cheque made payable to “Yau Yat Chuen Garden City Club Ltd.” within one month from the issue date of the bill.

4. Enquiry

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

- Mr. Kenrick Ko - Sports & Recreation Manager
- Mr. Chris Chan - Assistant Members' Affairs Manager