



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

## Procedures and Details for Venue Booking for Staging of INTERNATIONAL EVENTS

### 1. Booking Procedure

The recognized outside bodies on the list of Home Affairs Bureau can contact the staff of the Club to make a venue booking of the specified recreation and sports facilities available within the coming 12 months. If the specified recreation and sports facilities are available, the relevant outside bodies are required to fill in the “Venue Reservation Form for Staging of INTERNATIONAL EVENTS” 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, the booking must be made 6 months prior to the event date. 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 fourteen days prior to the event date.

### 3. Payment Arrangement

The recognized outside bodies which have made the successful bookings are required to settle the rental payment of HK\$50,000 (payment per event on a daily basis) at the Recreation Counter with the cheque made payable to “Yau Yat Chuen Garden City Club Ltd.” 30 days prior to the event date. If the relevant outside bodies are unable to cancel the booking 14 days in advance, they are obliged to settle the full payment with administration fees.

### 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