



Fax No. : 3188 7194

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

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 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 we are unable to cancel the booking 14 days in advance, we are obliged to settle the full payment with administrative fees. We for ourselves and on behalf of the users we arrange undertake to abide by the Club’s Bye-laws & Rules, and to follow the directions of the Club’s staff in the use of recreation and sports facilities.

Responsible Person of the Applicant Organization

Name : _____

Position : _____

Address of Organization : _____

Contact Telephone No. : _____ (Office) _____ (Mobile)

Date : _____

Signature & Organization Chop

Points to Note :

- To make a booking for staging international event available within the coming 12 months and the booking must be made 6 months prior to the event date;
- 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);
- Please fill in the form and fax it to Yau Yat Chuen Garden City Club at 3188 7194 for booking. The Club will notify the applicants of their application results within 28 days after receiving the duly completed reservation form;
- For cancellation of booking, please notify the staff of Recreation Counter of Yau Yat Chuen Garden City Club at 2397 4950 (with telephone recording system) fourteen 14 days prior to the event date;
- If the applicant organization fails to provide the required information, Yau Yat Chuen Garden City Club may not be able to process the booking;
- The personal data provided in the form are used for purposes related to the booking, billing and recording. The data may also be passed to Home Affairs Bureau or other government departments for statistical purposes;
- For enquiries, please feel free to contact the staff of Yau Yat Chuen Garden City Club at 2397 4311.