



## Application for Facility Booking

Please fill in the form and email or fax back to the Hong Kong Cricket Club  
Marketing and Events Department

Tel: 3511 8678 / 3511 8668

Fax: 3511 8630

Email: [events@hkcc.org](mailto:events@hkcc.org)

Name of Organisation\*: \_\_\_\_\_

Address of Organisation\*: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Title: \_\_\_\_\_

Tel: (Day) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Tel: (Day) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Activity Date: \_\_\_\_\_ Time:  a.m.  p.m. From: \_\_\_\_\_ To: \_\_\_\_\_

Please advise the age group of participants: (for statistical purpose only)

Under 12  13 - 17  18 - 60  Over 60

Expected No. of Participants: \_\_\_\_\_ Additional Remark (s) \_\_\_\_\_

Activity(ies) to be Organized: \_\_\_\_\_

Payment Method:

By cheque: Cheque No: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

By Transfer: Date of Transfer: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organisation Chop and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Organisation refers to those entities who may apply through a recognized organisation through the appropriate recognized channels of communication.

Office Use Only:

Received By:

Date:

Approved By:

Date:



**Notes for applicant:**

**Booking with less than 30 days in advance will not be considered.**

1. The organiser agrees to abide by the rules and regulations as set by Hong Kong Cricket Club (“HKCC”). The organiser will not hold the HKCC or Club staff responsible for any loss, injury or damage to the participants or to property as a result of participation in these activities.
2. Facility booking is subject to availability and it will be on first-come-first-served basis.
3. 30% deposit is required within two weeks following the issue of the Confirmation. Payment of the balance is required following the closure of the event.
4. Cancellation with less than two weeks' notice or "No Show" will incur the full fee.
5. A “Cancellation Notice” must be provided in writing.
6. All booking(s) will be cancelled when there is an Emergency or Typhoon No.8 or a Black Rain Signal is hoisted. An alternate date may be provided. Otherwise, a refund of the deposit will be arranged.
7. Kindly prepare the documentation as required below when submitting this form.
  - Business Registration of the organization (copy); and
  - Third party liability insurance (copy).
8. A name list of participants is requested to be submitted two weeks before the visit for pre-registration purpose.
9. Recording and photography is prohibited unless prior permission is obtained.
10. Available facilities include Cricket Ground, Cricket Centre for Excellence, Golf Simulator, Indoor Sports Hall, Lawn Bowls Green, Snooker Room, Squash Court, Tennis Court and Ten-Pin Bowling Alley.