



公司會員/團體租場申請表

請刪去不適用者
 Please delete as appropriate

(1) 申請人姓名
 Name of Applicant: _____

(2) 香港身分證號碼(首四個數字) (3) 職位
 Hong Kong Identity (ID) Card No. (First 4 digits): _____ Position Held: _____

(4) 所代表公司會員的名稱
 Name of Corporate Member Represented: _____

(5) 電話號碼 (6) 傳真號碼
 Tel. No.: _____ Fax No.: _____

(7) 電郵地址
 E-mail Address: _____

(8) 擬租用的設施 (請註明數量)
 Facilities Required: (Please specify the number required):

籃球 Basketball Court _____	羽毛球 Badminton Court _____	會議 Conference Room _____	健身室 Fitness Room _____
排球 Volleyball _____	活動室 Activity Room _____	綜合運動及舞蹈館 Sports and Dance Complex _____	舞蹈室 Dance Room _____
乒乓球 Table Tennis Court _____	其他 Others _____		

(9) 用途
 Purpose of Use: _____

(10) 租用日期及時間(請列明):
 Date(s) & Time of Use (Please specify): _____

(11) 預期參加人數
 Estimated Number of Participants: _____

(12) 活動的負責人(請提供四名負責人的姓名, 其中一名負責人必須在已預訂的時段到有關場地取場。)
 Name of responsible persons of the event (Please provide the names of four responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

活動的負責人姓名 Name of responsible persons of the event	職位 Position	大埔體育會會員號碼 TPSA Membership No	電話號碼 Tel. No.:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

聲明:

如設施在本機構／團體使用期間遭到任何損毀, 本人會支付有關的修理費用; 以及如在該段期間有任何設備、器具、裝置或其他財物遭到損壞或破壞、失竊或被移走, 本人亦會支付修理、修復或重新購置有關物品的費用。本人聲明, 上述申請是因本機構／團體舉辦活動而提出, 所提供的資料均屬正確。

I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting or other property damaged or destroyed, stolen or removed during the use of the facility/facilities by the Organisation. I declare that the above application is for the purpose of organising activity by the Organisation, and all information provided herewith is true and correct.

本人已閱悉並承諾遵守最新的《大埔體育會李福林體育館用場細則》(網址：www.tpsa.org.hk/facility.html)。在租用設施期間，如本人或獲授權人士在使用設施時因疏忽而引致任何人士蒙受財物損失或損毀，或身體受傷或死亡，以致有關人士向大埔體育會提出任何訴訟、申索或索求，本人必須向大埔體育會作出彌償。

I have read the latest Conditions of Use of Tai Po Sports Association Limited Li Fook Lam Indoor Sports Centre (TPSA) Recreation and Sports Facilities (website: www.tpsa.org.hk/facility.html) and I undertake to observe the Conditions. During the hire period, I shall indemnify the TPSA against all actions, claims and demands by any person who suffers or sustains any loss, damages, injury or death arising out of or as a result of the use of the facility/facilities by me or a person authorised by me due to my negligence or the negligence of such an authorised person.

申請人簽署

Signature of Applicant: _____

申請人姓名(正楷)和職位

Name in Block Letters and Position of Applicant: _____

日期

Date: _____

機構／團體印章

Official Chop of Organisation : _____

由辦事處填寫

For Official Use :

1. 租用的設施

Facilities of Booking : _____

2. 租用日期及時間

Date & Time of Booking : _____

3. 費用

Charge: _____

4. 備註

Remark : _____

5. 請於_____年_____月_____日或之前繳交費用。閣下可以現金或支票形式付款，支票抬頭請填「大埔體育會有限公司」。如未能依時繳費，則作放棄用場論，而不作另行通知。

6. 核准人簽署(總務主任)

Approved Signature: _____

日期

Date : _____

7. 批准人簽署(行政總監)

Signature of approval: _____

日期

Date : _____

8. 收據號碼

Receipt No : _____

繳費日期

Date Paid : _____

職員簽署

Signature of Staff : _____