

Application Requirements for the Staging of International Events

Booking Procedures:-

I.1 Telephone Reservation

Telephone reservation service is available for the National Sports Associations. Telephone reservations are required to be confirmed by completion of the booking form 28 days (inclusive of the day making the booking telephone call), before the booked date and payment must be made within three days after notification of approval. The user or his/her representative with the copy of user's identification document must confirm the reserved hour(s)/session(s) by paying the appropriate hire charges and collect the permit(s)/acknowledgement slip(s) at Club de Recreio office from 10am to 6pm Mon. – Fri. Otherwise, the reservation(s) will lapse automatically and the reserved hour(s)/session(s) will be cancelled.

The operating hours for telephone reservations is as follows:-

*Monday to Fridays 10am to 6pm
Saturdays 10am to 1pm*

Booking and Enquiry Hotline: 23888194 23852352

I.2 In person

Booking forms can be obtained from the Club office at Club de Recreio, 20 Gascoigne Road, King's Park, Kowloon.

I.3 Club de Recreio Website

Booking forms can be obtained by downloading from the Website.

II. Processing time:-

Bookings may be made a maximum of one year in advance but a minimum of 28 days before. Processing time will take 2 weeks to confirm and ensure the availability of the facility and to establish the application is from and for a National Sports Association.

III. Booking Forms

Please see Attachment 1

IV. Terms & Conditions

Applicants must wear the appropriate clothes, shoes and accessories, and use the deemed correct equipment for the respective sport and facility booked.

The Club rules and regulations will be handed out with each booking form or may be downloaded from the website together with the booking form.

V. *Methods of enquiry*

Enquiries may be made by:-

6.1 *Booking and Enquiry Hotline: 23888194 23852352*
Mondays to Fridays 10am to 6pm Saturdays 10am to 1pm

6.2 *Email: recreio@clubderecreio.org*

6.3 *In Person: Club de Recreio, 20 Gascoigne Road, King's Park, Kowloon.*
Mondays to Fridays 10am to 6pm Saturdays 10am to 1pm

6.4 *Mail: Club de Recreio, 20 Gascoigne Road, King's Park, Kowloon.*

VI. *Method of Payment.*

No Charge

(3) *Presently all NSAs requests for use of the facilities for International Events is granted free of charge. Lawn Bowls is the only facilities up to international standard and the HKLBA has used it in November 2012 to stage the International Singles Classics on the outdoor green.*