

Application Requirements for the Use of Facilities by Outside Bodies

Booking Procedures:-

I.1 Telephone Reservation

Telephone reservation service is available for Schools, Youth & Uniformed Groups and Non-Governmental Organizations receiving subvention from Social Welfare Department, National Sports Associations and Government Departments. 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:-

Normal bookings must be made 28 days in advance and for priority bookings, 42 days in advance. Processing time will take 2 weeks to confirm the availability of the facility and to establish if the applicant is using the reservation for Schools, Youth & Uniformed Groups and Non-Governmental Organizations receiving subvention from Social Welfare Department, National Sports Associations and Government Departments.

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.*

Cash or Organization Cheque.

(3) *Presently all NSAs use email to send league fixtures to the Club and the Club reserves the sports facilities accordingly. Special bookings are made by emails or letter addressed directly to the Club. Payment, in an, are settled by cheque and terms and conditions for use are filed with the NSAs. For one off bookings, the terms and conditions for use are relayed to the requester at the onset of the request.*