

**香港壘球總會 Hong Kong Softball Association**

**場地租用表格 Facility Booking Form**

For Official Use	
Date of Receipt	Receipt by

(1) 申請人姓名  
Name of Applicant: \_\_\_\_\_

(2) 香港身分證號碼  
Hong Kong Identity (ID) Card No.: \_\_\_\_\_

(3) 職位  
Position: \_\_\_\_\_

(4) 機構／團體名稱  
Name of Organisation: \_\_\_\_\_

(5) 機構／團體地址 Address of Organisation: \_\_\_\_\_

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(6) 電話號碼  
Tel. No.: \_\_\_\_\_

(7) 傳真號碼  
Fax No.: \_\_\_\_\_

(8) 擬租用的設施 Facilities Required:  
 壘球場 Softball Field    
 發球機 Batting Machine    
 其他：Others: \_\_\_\_\_

(9) 用途  
Purpose of Use: \_\_\_\_\_

(10) 租用日期(請列明)  
Time of Use (Please specify): \_\_\_\_\_

(11) 租用時間(請列明)  
Date(s) of Use (Please specify): \_\_\_\_\_

(12) 預期參加人數  
Estimated Number of Participants: \_\_\_\_\_

本人代表 \_\_\_\_\_ (機構／團體名稱)(下稱「本機構／團體」)作出承諾，如有關設施在本機構／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。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，以致有關人士向香港壘球總會提出任何訴訟、申索或索求，本人必須向香港壘球總會作出彌償。

I, on behalf of \_\_\_\_\_ (Name of the Organisation), 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. During the hire period, I shall indemnify the Hong Kong Softball Association 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

Name of Applicant : \_\_\_\_\_

日期

Date : \_\_\_\_\_

\_\_\_\_\_  
團體印章

Organization Chop

**申請手續 Booking procedures**

申請人須於使用設施前十四日(優先預訂\*須於廿一日前)將已填妥之場地租用表格親身、傳真或電郵至本會，有關申請將以先到先得形式處理。 Applicants must submit the completed booking forms by E-mail or fax or in person to the association at least 14 days (21 days for Priority Booking\*) before the date of use of the facilities. The applications will be processed on a first-come-first served basis.

\*學校、非政府機構、政府部門、青年及制服團體及體育總會可享有優先預訂。 Schools, non-governmental organizations (NGOs), government departments, youth & uniformed groups and national sports association (NSA) are eligible for Priority Booking.

**備註 Note**

申請人所提供的個人資料只作處理有關使用香港壘球總會設施的申請之用。如欲更正或查閱在本表格上填寫的個人資料，請與本會職員聯絡。 The personal data provided by the Applicant will only be used for processing applications for use of Facilities managed by the Hong Kong Softball Association. Please contact the staff of the relevant booking office for correction of or access to the personal data provided on this form.