



9 Cotton Path, So Kon Po, Causeway Bay, Hong Kong  
Tel.: 2830 7733 Fax.: 2915 7354

Departmental Booking Form

(Please use separate sheet for different booking date)

Name of Function.: \_\_\_\_\_

Department / Club: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Membership No.: \_\_\_\_\_

Contact Tel.: \_\_\_\_\_ Pager / Mobile.: \_\_\_\_\_ Fax.: \_\_\_\_\_

Facility: Badminton / Basketball / Volleyball / Table Tennis / Squash / Tennis / Bowling / Others

No. of Courts / Tables / Lanes / Room: \_\_\_\_\_

Date (Day) of Booking: \_\_\_\_\_ ( ) Time Period : \_\_\_\_\_

Other Requirements: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_ Departmental Chop: \_\_\_\_\_

Invoice

Charges:	( ) x Badminton court	x \$40 / court x ( ) hr	= \$
	( ) x Basketball court	x \$170 / court x ( ) hr	= \$
	( ) x Volleyball court	x \$170 / court x ( ) hr	= \$
	( ) x Table tennis table	x \$15 / table x ( ) hr	= \$
	( ) x Squash court	x \$20 / court x ( ) half hr	= \$
	( ) x Tennis court	x \$30 / court x ( ) hr	= \$
		x \$40 / court x ( ) hr (floodlight)	= \$
	( ) x Bowling Alleys	x \$15 / game (non-peak)	= \$
		x \$22 / game (peak)	= \$
	Other Facility	Cost	= \$
	_____	_____	_____
		Total	\$ _____

\*Please bring along this letter and pay at the reception by cash on or before \_\_\_\_\_  
\_\_\_\_\_ for confirmation of your booking.

Receipt number: \_\_\_\_\_ Date of payment: \_\_\_\_\_

**\*For supplementary equipment, please request in advance and return in the designated location after using.**

For office use only

Booking: Accepted / Rejected (with reasons) \_\_\_\_\_

Date Checked: \_\_\_\_\_ Setup Checked: \_\_\_\_\_

Booking Form Out: \_\_\_\_\_ Payment Checked: \_\_\_\_\_

Requirements Checked: \_\_\_\_\_