



香港銅鑼灣掃桿埔棉花路 9 號  
9 Cotton Path, So Kon Po, Causeway Bay, Hong Kong  
Tel: 2830-7733 Fax: 2915-7354

**足球場預訂表格**  
**Football Pitch Booking Form**

部門:

Department: \_\_\_\_\_

申請人姓名:

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

會員證號碼:

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

預訂日期 日 月 年  
Booking Date: \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY

預訂時間

Booking Time: \_\_\_\_\_

聯絡電話:

Contact No.: \_\_\_\_\_

傳真號碼

Fax No: \_\_\_\_\_

備注:

Remarks:

- 1 各部門可根據全年足球場租用時間表以書面(郵寄或傳真)辦理三個月內之預訂。
  - 2 如因天氣關係或會所辦事處認為足球場不宜使用，會所辦事處有權暫停開放場地並會於兩小時前通知。而租用者可另預訂一節七日內之租用時間，如七日內之租用時間已全部被預訂，或租用者未能選取合適之時間，租用者則獲發還已繳交之訂場費用。
  - 3 如租用者邀請嘉賓到場，請遵守會所規則及陪同嘉賓進入會所。
  - 4 查詢足球場開放情況，可致電會所接待處，電話: 2830-7733
1. Departmental booking may be reserved up to three months in advance according to the football pitch booking schedule, in written (by fax or mail) reservation services provided by the Club Management.
  2. If in the opinion of the Club Management, the football pitch is not suitable for use in case of adverse weather and/or poor pitch conditions, the football pitch will be closed with 2 hours prior notice. The user may book another session within the next 7 days. In case of no booking sessions are available or no suitable booking session for substitution within the next 7 days, booking fee will be refunded.
  3. For inviting guests, please follow the club rules and escort your guests when entering the club.
  4. For enquiries about the condition of football pitch, please call: 2830-7733

本人已明白上述各項規定並樂意遵守

I understand and willing to comply the above regulations.

簽署

Signature: \_\_\_\_\_

部門蓋章

Departmental chop: \_\_\_\_\_

日期

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

**回條**  
**Reply**

閣下申請之足球場已獲接納 / 不獲接納，原因為:

Your application was accepted / rejected because: \_\_\_\_\_

經手人:

Handled by: \_\_\_\_\_

姓名

Name: \_\_\_\_\_

日期

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