



收表日期 Date of Receipt	收表時間 Time of Receipt	負責同事 Staff	預訂編號 Booking No.

(1) 負責人姓名 Name of Responsible Person

* 先生/小姐/女士/太太

* Mr/Miss/Ms/Mrs: _____

聯絡號碼

Contact No.: _____

(2) 使用場地人姓名 Name Of User

* 先生/小姐/女士/太太

* Mr/Miss/Ms/Mrs: _____

身份證明文件號碼(首四個數字)

Identity Document No. (First 4 digits): _____

* 先生/小姐/女士/太太

* Mr/Miss/Ms/Mrs: _____

身份證明文件號碼(首四個數字)

Identity Document No. (First 4 digits): _____

* 先生/小姐/女士/太太

* Mr/Miss/Ms/Mrs: _____

身份證明文件號碼(首四個數字)

Identity Document No. (First 4 digits): _____

* 先生/小姐/女士/太太

* Mr/Miss/Ms/Mrs: _____

身份證明文件號碼(首四個數字)

Identity Document No. (First 4 digits): _____

(3) 租用場地 Booking Facilities: * **C座匹克球場 Block C Pickleball Court / 網球場 Tennis Court**

(4) 租用時間 Time Of Use: * **8月1日 August 1 / 8月2日 August 2 ; 時間 :**

*請刪去不適用者 Please delete if inapplicable

香港中華游樂會將於2026年8月1日(星期六)及2026年8月2日(星期日)開放2個匹克球場及4個網球場(10-13號場)予公眾免費使用。預訂及使用條款如下:

The Chinese Recreation Club, Hong Kong ("the Club") Shall make 2 Pickleball Courts and 4 Tennis Courts (Courts 10-13) available to the public free of charge on August 1, 2026 (Sat) and August 2, 2026 (Sun). Conditions are as below :

- 場地開放時間: (i) 匹克球場: 18:00-22:00; (ii) 網球場: 18:00-23:00
Opening Hours: (i) Pickleball Courts: 18:00-22:00; (ii) Tennis Courts: 18:00 - 23:00
- 公眾人士最早可於一星期前預訂場地, 每份表格只可預訂1個場地, 先到先得。8月1日之場地可於7月25日(星期六)起申請; 8月2日之場地, 可於7月26日(星期日)起申請。申請會於收到預訂表格後3天內批核, 並以短訊形式確認。
Members of the public may **book the facilities up to one week in advance**. Each booking form is only valid for one court, allocated on a first-come, first-served basis. Bookings for August 1 (Sat) may submit starting from July 25 (Sat); bookings for August 2 (Sun) may submit starting from July 26 (Sun). Approved applicants will receive an SMS confirmation within three working days upon submission of this form.
- 所有使用場地人士必須遵守香港中華游樂會之規則, 以及設施管理人員給予的任何指示。如任何人士不遵守使用規則, 香港中華游樂會管理人員有權邀請或要求任何有關人士立刻離開會所範圍。
All users shall comply with the rules of the Club and follow any instructions given by staff. In case of non-observance of the Club Rules by any person, the Club Management has the right to request or demand any such person to leave Club premises immediately.
- 已預訂之使用場地人士只可於使用場地 15 分鐘前進入香港中華游樂會。
Users who have booked the facilities may only enter the Club 15 minutes prior to the booked time.
- 使用場地人士可使用C座或D座男/女更衣室更衣, D座更衣室設淋浴設施, 唯需自備毛巾。
Users may use the male and female changing rooms in Block C and Block D. Shower facilities are available in Block D; all users must bring their own towels.

6. 一個身份證明文件號碼可預訂半小時，兩個身份證明文件號碼可預訂 1 小時，三個身份證明文件號碼可預訂 1.5 小時及四個身份證明文件號碼可預訂 2 小時。所有使用場地人士均需於預訂場地時提交身份證明文件碼。每人只限每日預訂場地一次。若沒有人預訂場地，可繼續使用。
A 30-minute booking requires **ONE** identity document no., a 1-hour booking requires **TWO** identity document no., a 1.5-hour booking requires **THREE** identity document number and a 2-hour booking requires **FOUR** identity document no.. All users must provide the identity document number on this form when booking. Each identity document holder limited to one daily booking. Users may continue to use the courts if the courts are unoccupied.
7. 認可身份證明文件包括香港身份證、適用於 11 歲以下兒童的出生證書／簽證身份書／香港特別行政區回港證／前往港澳通行證，以及適用於非香港居民的有效旅遊證件。14 歲或以下兒童可出示身份證明文件副本和附有相片的有效學生證／學生手冊正本，以供查核。如身份證明文件正本沒有相片，必須同時出示附有相片的有效學生證／學生手冊正本。
Accepted identification identity documents include Hong Kong Identity Cards (HKID); birth certificates, Documents of Identity for Visa Purposes, HKSAR Re-entry Permits or One-way Permits for children under the age of 11; and valid travel documents for non-Hong Kong residents.
Children aged 14 or below may present a copy of their identity document together with the original photo-bearing student card or student handbook for verification. If the original identity document does not bear a photograph, the original photo-bearing student card or student handbook must also be presented.
8. 場地確認後不得轉讓。所有使用場地人士於使用設施前，必須在訂場處出示登記之身份證明文件的正本，以供查核。如證實有人違規轉讓場地，本會將終止其使用設本會設施資格。在使用期間，使用場地人士須應設施管理人員的要求出示其身份證明文件以供查核。
Bookings are non-transferable. Prior to utilising the facilities, users must present the original identification document used for registration together with the valid booking confirmation at the booking counter for inspection. Any unauthorised transfer of a booking will result in immediate suspension of the user's facility access rights. Users shall produce their identification documents for inspection upon request by on-site staff at any point during their booking period.
9. 香港中華游樂會有權更改場地編號，而不會作出另行通知。
The Club has the right to change the court number without any notice.
10. 嚴禁任何人士將其預訂之場地用作教授用途。一經發現，本會職員將即時制止該活動，並要求相關人士立即離開會所；同時，本會將終止其使用本會設施之資格。
Any person found utilising a reserved court for coaching purposes shall be ordered to cease the activity immediately by Club staff and vacate the premises forthwith. The Club shall also terminate the individual's access privileges to all Club facilities.
11. 所有使用場地人士均須穿着合適的服裝和不脫色運動鞋，並須使用合適的運動器材。本會恕不提供任球或球拍。
All users must wear appropriate attire and non-marking sports shoes, and use suitable sports equipment. The Club does not provide balls, rackets or paddles for on-site use.
12. 每個匹克球場及網球場不可多於 4 人使用。非拍球者請於場外指定區域等候。
Maximum 4 players are allowed on each Pickleball Court and Tennis Court.
13. 不准攜帶外來食物。
NO outside food and beverages are allowed in the Club.
14. 會內嚴禁吸煙。
Smoking is strictly prohibited within the Club premises.
15. 使用時間結束後，所有使用場地人士必須即時離開球場範圍並於 30 分鐘內離開本會。
After using the facilities, users must leave the court immediately and leave the Club within 30 minutes.
16. 因保安及運作需要，各場地裝置 24 小時運作之閉路電視攝錄系統。
24-hour CCTV cameras are set up to monitor facilities for security and operation purposes.
17. 在天文台發出 8 號熱帶氣旋警告信號後，香港中華游樂會將會關閉。如因運作理由或其他安全理由，本會可因應情況決定封場。(請使用場地人士留意本會網頁)
The Club will be closed if the tropical cyclone signal No. 8 is hosted. The Club may also exercise discretion to close the facilities when, in its opinion, are unsuitable for use from a safety or operation point of view. (Please refer to CRC website)

18. 如需取消已確認之場地或更改使用場地人士之身份，負責人須於使用日期前最少 2 天通知本會。如負責人於預訂時間 15 分鐘後仍未有登記，本會將終止其預訂場地資格。
To cancel the confirmed booking or change users, the responsible person must give notice to the Club at least 2 days before use. A user's booking rights will be suspended upon failure to show up within 15 minutes of the booked time.
19. 如任何使用場地人士在使用設施期間導致會所設施或財物遭到損失或損，須負責包括但不限於修理或更換費用。
The user who causes the loss of, or damage to any property of the Club shall be fully responsible for compensation to the Club, including but not limited to the repairing or replacement for the Club's property.
20. 使用場地人士或任何其他人士受傷，或有設施遭到損壞，必須即時向通知本會職員。
Any injuries to the users or any other party, as well as damage to the facility, must be reported to the Club staff immediately.
21. 如使用場地人士在使用設施時，因其本身的疏忽而引起或引致任何人士死亡、受傷、蒙受損失或損害，以致有關人士向香港中華游樂會提出訴訟、申索及要求，負責人須對香港中華游樂會作出彌償，並須一直為有關彌償負上全責。
The responsible person shall fully indemnify and hold harmless the Club against all legal proceedings, claims and demands arising from any fatality, personal injury, loss or harm incurred by any third party, where such incidents stem directly from the negligence of the responsible person during the utilization of Club facilities. The responsible person shall always remain solely liable for such indemnification.
22. 香港中華游樂會保留權利，可在有需要時拒絕／取消預訂安排而無須事先通知，並可限制進入場地的使用場地人士人數，或以衛生理或任何其他理由拒絕任何人進入本會。
The Club reserves the right to reject/cancel the booking without giving prior notice to the applicant and restrict the number of users entering the Club or to refuse entry of any person upon health grounds or any other reason.
23. 使用場地人士同意香港中華游樂會永久使用、修改、複製、展示、公開傳輸、發布和分發使用場地人士所提供或被拍攝到的任何和所有片段、照片、採訪、信息等用作宣傳香港中華游樂會的活動。使用場地人士清楚認知所有使用場地人士可能會被記錄在期間拍攝的片段或照片中，並且同意香港中華游樂會使用此類片段或照片。
The venue users consent to CRC's right in perpetuity to use, modify, reproduce, exhibit, publicly transmit, publish and distribute in whole or in part of any and all of the footages, photographs, interviews, information and photos provided by venue users or captured via any media for the purpose of promoting CRC's activities. The venue users acknowledge that ALL users may be captured in the footages or photographs taken during the Classes and the venue users consent to CRC's use of any such footages or photographs

本人已閱悉並承諾遵守《香港中華游樂會之使用條件》。在租用設施期間，如本人或使用場地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壞，或身體受傷或死亡，以致有關人士向香港中華游樂會提出任何訴訟、申索或索求，本人必須向香港中華游樂會作出彌償。

I have read the Use of the Chinese Recreation Club, Hong Kong Regulations and I undertake to observe the Conditions. During the hire period, I shall indemnify the Chinese Recreation Club, Hong Kong 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 the users due to my negligence or the negligence of the users.

負責人簽署

Signature of Responsible Person : _____

日期

Date : _____

填妥之訂場表格，可透過以下方式遞交：

(1) 親身交回本會接待處 或 (2) 電郵至 sports1@crchk.com。

Completed booking form may be submitted via the following channels:

(1) In person to CRC Reception or (2) By email to sports1@crchk.com.

查詢：2577-7376 或 sports1@crchk.com

Inquires: 2577-7376 or sports1@crchk.com