

Yuen Long District Sports Association Limited (YLDSAL)

Facilities Hiring Application Form for Organization

A. Organization information:

Name: _____

Corresponding Address: _____

Registration ID No.: _____

Tel: _____ Fax: _____

Responsible person: _____ Position : _____

HK ID No. (First 4 Digits): _ _ _ _

Nature of organization: _____

B. Facilities apply (Items 1 to 6):

1) Type of facilities:

1/F Badminton: 1 / 2 / 3 / 4 courts (circle the number) *Audio system *Extra spot light

1/F Volleyball Basketball Handball *Audio system *Extra spot light

1/F Multi-purpose Courts (Other Usage) *Audio system *Extra spot light

2/F Activity Zone

3/F Conference room Lecture room *Audio system *Projector

4/F Gymnastics Hall

5/F Activity room 1 Activity room 2 Dancing room *Audio system

Other facility _____

(*Extra fee)

2) Usage: _____

3) Activity title: _____

4) No. of participant: _____ Coach name: _____

5) Hiring date: _____

6) Hiring Time: _____

For Charity / Non-Profit functions only (Items 7 to 9):

7) Description of Activity: _____

8) Charity fund for: _____

If the fund is not for hiring organization, supporting document is required.

9) Estimated charity fund amount: _____

Supporting document from social welfare department or copy of license is required.

Information for our reference (Items 10 to 13):

10) If participants will be charged? Yes / No

If yes, how much? \$_____ each

11) Will other income be earned from this activity? Yes / No

If yes, how much? \$ _____ Sources: _____

12) Will this activity be broadcasted? Yes/No

Name of broadcasts: _____

13) 2 responsible persons (one of them must attend the activity):

a) Mr./Mrs.: _____ Position: _____

HK ID No. (First 4 Digits): _____ Tel: _____

b) Mr./Mrs.: _____ Position: _____

c) HK ID No. (First 4 Digits): _____ Tel: _____

C. Terms and conditions:

1. Application should be submitted at least 30 days in advance. It usually takes 7-14 days to be approved. YLDSAL has right to reject once the application less than 30 days or lack of information. Applicant should settle the payment within 7 days.
2. For fire-risk security, applicant should follow the following regulations:
 - i. Function must be arranged as listed in application form;
 - ii. YLDSAL has right to request applicant to protect arena;
 - iii. Applicant cannot change the original building structure and design without approval from YLDSAL;
 - iv. Applicant cannot use inflammable materials for decoration;
 - v. Cables must be arranged and covered appropriately;
 - vi. Applicant cannot use balloon filled with hydrogen;
 - vii. Smoking and putting up fire is prohibiting inside the building;
3. All activities must be arranged according to application;
4. All equipment should be arranged by applicant without damaging the original facilities provided.
Applicant should compensate all damaging found after use;

5. Applicant should responsible for the orderly and discipline during use, and cleaning up before leave;
6. YLDSAL holds the right to check the usage at any time, and issues extra terms when need. Applicant must follow, otherwise usage can be stopped immediately;
7. On the basis of the nature of use/activity, the management may stipulate a maximum user capacity of the booked facility on the ground of public safety and management consideration.
8. Applicant should report to YLDSAL 3 weeks in advance if temporary stage is required. Stage's structure should be reported in detail including time and functions;
9. Applicant should responsible for the crowd control;
10. All stairs and road should be kept clear during use;
11. First aid should be readied and arranged by applicant;
12. Applicant should follow all instructions from staffs of YLDSAL:
 - i. Snacks, drinks and commercial products are not allowed for sales without permission;
 - ii. Entrance fee or donations are not allowed without permission;
 - iii. Permanence or temporary constructions are not allowed without permission;
 - iv. Advertisements are not allowed to be posted. Advertising of Alcohol and cigarette are prohibited;
13. Applicant cannot disturb other facilities' users and our staffs' duties.
14. We have the right to cancel the application without compensate any loss incurred to applicant. YLDSAL have the right to reject any applicant as well.
15. YLDSAL reserves the right to revise / amend this terms and conditions at any time without prior notice. Should any dispute arise, the decision of YLDSAL shall be final.

I, _____ have read and understood all terms and conditions listed above. During the hire period, I shall indemnify the YLDSAL again all actions, claims and demands by any person who suffers or sustains and loss, damages, injury or death arising out of or as a result of the use of the facilities by me or a person authorized by me due to my negligence or the negligence of such an authorized person.

Signature of responsible person: _____

Name of responsible person: _____

Position: _____

Date: _____

Stamp of organization

<u>Filled in by YLDSAL</u>		
Date of receiving application: _____	Invoice no.: _____	Paid date : _____
Hiring fee: _____		

Approved by : 1) _____ 2) _____ Followed up by : _____		

Yuen Long District Sports Association (Hiring Charges)

Facilities	Remark	Member	Non-member
1/F Main Hall			
Volleyball/Basketball/Handball court		\$480/hr	\$600/hr
Badminton court		Peak \$120/hr	Peak \$150/hr
※Peak Hour (Mon-Fri 18:00-22:00, Sat, Sun & Public Holiday)		Non-Peak \$85/hr	Non-peak \$105/hr
※Non-peak Hour (Mon-Fri 09:00-18:00)			
2/F Multi-function Zone		\$320/hr	\$400/hr
3/F Meeting Venue			
- Meeting room	~1,200 ft	Non-profit institution for non-profit activity Local group for non-profit activity Business organization/local group for business activity	\$ 540/hr \$ 680/hr \$ 810/hr
- Lecture room	~500 ft	Non-profit institution for non-profit activity Local group for non-profit activity Business organization/local group for business activity	\$ 360/hr \$ 450/hr \$ 560/hr
- If hiring Meeting room PA or projector, \$50/hr charge		- Meeting Venue is only for meeting. Only snack is acceptable but not meal.	
4/F Gymnastic room	On-site Coach will be required	\$960/hr	\$1,200/hr
5/F Activities room and dancing room			
- Activities room(1)	~1,900 ft (max 6 table-tennis tables)	\$450/hr	\$560/hr
- Activities room(2)	~1,400 ft (Dance/Wushu/Judo/Taekwondo/ Tai Chi/Karate etc.)	\$350/hr	\$440/hr
- Activities room(1)and(2)	If available	\$850/hr	\$1,050/hr
- Dancing room	~1,400 ft	\$380/hr	\$480/hr
Locker - Contact us if show interested			\$60/month

Extra items

Venue	Items		Fee
1/F main hall	1) Carpet - installation included	Each time	\$ 6,500
	2) Stage - installation included length 8ft x wide 6ft x height 40cm or 60cm (max 16 stage)	Each time	\$ 500/stage
	3) Backdrop - installation included a) Wide 9 m x height 3.4m b) Wide 12 m x height 3.4m Contact us if special size	Each time	\$ 3,000 \$ 4,000
	4) Spotlight - rooftop	Each hour	\$ 200
	5) Chairs	Each time	\$ 10/chair
	6) Broadcasting system	Each hour	\$ 50
	7) Projector	Each hour	\$ 100
	8) Portable speaker	Each hour	\$ 100
	9) Stereo system - controller included	Each time	\$ 4000
5/F activities room	1) carpet (activities room 1+2)	Each time	\$ 3,200
	2) carpet (activities room 1 or 2 or dancing room)	Each time	\$ 1,600
	3) Chairs	Each time	\$ 10/chair
	4) Broadcasting system	Each hour	\$ 50

※ If hiring facilities outside(excluding stereo system), 50% administration fee will be charged.(excluding installation and transportation fee)

※ If the number of the participant is over 80, extra administration fee will be charged in \$120 per hour.

※ If the hiring time is over our opening hour, all fees will be double count and YLDSAL have the right for such situation