

# Yuen Long District Sports Association Limited (YLDSAL)

## Facilities Hiring Application Form

### A. Organization information:

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

Corresponding Address: \_\_\_\_\_

Registration ID No.: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Responsible person: \_\_\_\_\_ Position : \_\_\_\_\_

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

Nature of organization: ☐ Regional organization ☐ Business organization ☐ School  
☐ \*Charity organization/Non-profit organization ☐ Government Department

(Please provide document to prove whether organization belongs to Charity organization or Non-profit organization)

### B. Facilities apply (Items 1 to 6): \*Extra fee

#### 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 ☐ Multi-function 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 \_\_\_\_\_

#### 2) Usage: (for filming purpose, pls. fill in the facilities filming application form)

\_\_\_\_\_  
\_\_\_\_\_

3) Activity title: \_\_\_\_\_  
\_\_\_\_\_

4) No. of participant: \_\_\_\_\_ Coach name: \_\_\_\_\_

5) Hiring date(Please list): \_\_\_\_\_

(Include time required to prepare venue, remove structures and clean venue after use)

6) Hiring Time(Please list): \_\_\_\_\_

(Include time required to prepare venue, remove structures and clean venue after use)

**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):**    **\*Please delete where appropriate**

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: (Particularly point 9)**

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 and may not be changed or transferred;
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 report to YLDSAL 3 weeks in advance if temporary backdrop is required. Backdrop exceeding 1.7 meter high, applicant shall employ an Authorized Person or a Registered Structural Engineer, as appropriate, to provide certification on the design and construction prior to the function of the safety of any or all structures which in the opinion of the department require such certification. YLDSAL have the right to request to show the certification.

Backdrop's size should be reported in detail including time and functions;

10. Applicant should responsible for the crowd control;
11. All stairs and road should be kept clear during use;
12. First aid should be readied and arranged by applicant;
13. Applicant must follow all instructions from staffs of YLDSAL:
14. The following terms are prohibited except consent 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;
15. Applicant cannot disturb other facilities' users and our staffs' duties.
16. Applicant are required to take maintenance or repair action if relevant activities caused venue or the equipment damaged.
17. 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.
18. 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.

**\*\*If there are any discrepancies between the Chinese version and the English version, the Chinese version shall prevail.\*\***

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

**Filled in by YLDSAL**

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
<b>1/F Main Hall</b>			
Volleyball/Basketball/Handball court		\$550/hr	\$685/hr
Badminton court		Peak \$135/hr	Peak \$170/hr
※Peak Hour (Mon-Fri 18:00-22:00, Sat, Sun & Public Holiday)		Non-Peak \$95/hr	Non-peak \$120/hr
※Non-peak Hour (Mon-Fri 09:00-18:00)			
<b>2/F Multi-function Zone</b>		\$360/hr	\$450/hr
<b>3/F Meeting Venue</b>			
- Conference room	~1,200 ft	Non-profit institution for non-profit activity Local group for non-profit activity Business organization/local group for business activity	\$ 610/hr \$ 770/hr \$ 920/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	\$ 405/hr \$ 510/hr \$ 640/hr
- If hiring Meeting room PA or projector, \$50/hr charge		- Meeting Venue is only for meeting. Only snack is acceptable but not meal.	
<b>4/F Gymnastic room</b>	On-site Coach will be required	\$1,080/hr	\$1,350/hr
<b>5/F Activities room and dancing room</b>			
- Activities room(1)	~1,900 ft (max 6 table-tennis tables)	\$510/hr	\$640/hr
- Activities room(2)	~1,400 ft (Dance/Wushu/Judo/Taekwondo/ Tai Chi/Karate etc.)	\$410/hr	\$510/hr
- Activities room(1)and(2)	If available	\$850/hr	\$1,050/hr
- Dancing room	~1,400 ft	\$410/hr	\$510/hr
Locker - Contact us if show interested			\$60/month

## Extra items

Venue	Items		Fee
1/F main hall	1) Carpet - installation & removal included	Each time	\$ 6,500
	2) Stage - installation & removal included length 8ft x wide 6ft x height 40cm or 60cm (max 4 stage)	Each time	\$ 500/stage
	3) Spotlight - rooftop	Each hour	\$ 200
	4) Chairs	Each time	\$ 10/chair
	5) Table (2x6ft)	Each time	\$ 10/table
	6) Table Tennis Area Divider	Each time	\$ 10/divider
	7) Broadcasting system	Each hour	\$ 50
	8) Projector	Each hour	\$ 100
	9) Portable speaker	Each hour	\$ 100
	10) Stereo system - controller included	Each time	Price Quoted
5/F activities room	1) Chairs	Each time	\$ 10/chair
	2) Table (2x6 ft)	Each time	\$ 10/table
	3) Table Tennis Area Divider	Each time	\$ 10/divider
	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