

Application for Use of Municipal Services Staff Recreation Club Facilities

For MSSRC Use		
Ref.	Recd date	Facility

(1) Name of Applicant: _____

(2) Identity Card No. (First 4 digits) _____ (3) Post title _____

(4) Organization (if applicable): _____

(5) Postal address of organization: _____

(6) Tel. No.: _____ (7) Fax No.: _____

(8) Email address: _____

(9) Facilities required:
 _____ Tennis Court 3 _____ Tennis Court 4 _____ Table Tennis Other: _____

(10) Period of use: (Please specify) _____

(12) Time of use: (Please specify) _____

(13) Expected number of participants : _____

(14) Name of person in charge during use: (attend during the whole booking period)
 Mr./ Miss / Mrs.* _____ Position Held: _____
 I.D. No. (First 4 digits): _____ Tel No. : _____

I hereby undertake on behalf of _____ (Organization / Group) to meet, on demand by the Municipal Services Staff Recreation Club Limited (MSSRC) all charges arising from the hiring of the facility and to meet the cost of repairing any damage caused and of repairing of reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged or destroyed, stolen or removed during this function. The aforementioned information is genuine and based on the application of this activity.

I have read and undertake to observe the “House Rule for MSSRC” and agree to indemnify the MSSRC against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death arising out of or as a result of the use of the Venue or any person authorized by me to use the venue due to my negligence or on the part of such authorized person during the period of hire.

Signature: _____

Name and position held (BLOCK letters): _____

Date: _____

Official Chop for the Organization: _____

* Delete as appropriate (2018)

Guidance Notes

I) Booking procedures

Eligible person/organization must submit the completed application forms by post, electronic mail or in person and send to MSSRC at least 14 days before the date of use of the facilities. MSSRC will process the applications on a first-come-first serve basis and inform the applicants of the results within 7 days.

II) Advance Booking

Eligible person/organization must submit the completed application forms by post, electronic mail or in person and send to MSSRC. Outside Bodies# are accorded with priority for booking of MSSRC's above facilities on the lot 21 days in advance. If more than one applications for the same session from outside bodies are received, MSSRC will process the applications on a first-come-first serve basis and inform the applicants of the results within 7 days. Applicants will be informed of the results within 7 days.

III) Special Booking for National Sports Association

National Sports Association must submit the completed application forms by post, electronic mail or in person and send to MSSRC at least 21 days before the date of use of the facilities, designated time slots are reserved. If more than one applications for the same session are received, MSSRC will process the applications on a first-come-first serve basis and inform the applicants of the results within 7 days.

IV) Staging of International Events

Applicant must submit the completed application forms to MSSRC by post or in person for approval. Applicants are allowed to make advance booking of facilities one year prior to the proposed event date. Applicants will be informed of the results within 28 days. The daily charge for hiring the club house is \$3,800.

Contact us

Address : Municipal Services Staff Recreation Club, 4 Wylie Path, King's Park, Kowloon

Tel. : 2388 8155

Email : info@mssrc.org

Remarks:

Outside Bodies are restricted to the following 5 groups: -

- (i) Schools
- (ii) Non-governmental organizations (NGOs)
- (iii) Government departments
- (iv) Youth & uniformed groups
- (v) National Sports Associations