



南華體育會場地/設施租用申請表

SCAA GROUND/FACILITIES HIRING APPLICATION FORM

香港銅鑼灣加路連山道88號 電話：25776932 傳真：28909304 網址：www.scaa.org.hk 電郵：info@scaa.org.hk

機構 / 申請人名稱 Name of Organization / Applicant			
聯絡人姓名 Contact Person			先生/女士 Mr. / Ms.
聯絡電話 Contact Tel. No.	傳真 Fax	電郵 E-mail Address	
聯絡地址 Correspondence Address			
會員證號 Membership No.		(受認可機構可獲豁免) Exempted for approved outside bodies	
活動性質/名稱 Nature/Name of Activities			
租用場地/設備名稱 Ground/Facilities			
使用日期 Date(s) of use	(1)	(2)	
時間 Time			
租用數量 Hire Quantity			
其他物品 Other Items			
預計出席總人數 Anticipated number of persons attending :			
參與者 Participants		觀眾 Spectators	其他 Others
請列出其他選擇之日期及時間: Please specify other alternative date and time:			
		使用日期 Date(s) of use	時間 Time
使用期間負責人 Person in charge during use		手提電話 Mobile phone No.	
付款方式 Payment Methods:			
銀行入賬 Bank-In	往恒生銀行櫃檯入數(現金或支票), 南華體育會恒生銀行戶口號碼: 262-164882-668 (支票收妥, 訂場作實) At Hang Seng Bank counter (Cash/cheque), SCAA A/C no. 262-164882-668 (Booking subject to cheque clearance)		
	透過『恒生銀行』櫃員機, 網上銀行或電話理財轉賬至上述戶口 Transfer via Hang Seng Bank ATM, e-banking or telephone banking to the above A/C		
	注意 Notes	會員採用其他轉賬方式須額外繳付手續費 Extra handling fee will be charged for other payment transfer methods	
		會員入數後, 請將列明會員號碼, 姓名及預訂設施項目及日期, 傳真回相關部門 Please fax back the pay-in slip with membership no., name, date and name of Ground/Facilities booked	
必須於用場前最少一個工作天完成入賬 All Bank-In must be completed one working day in advance			
親臨繳款 In-Person	用場前辦公時間內親臨繳費 To pay In-person during office hours before using the Ground/Facilities		
<p>如申請獲批准, 本人代表 _____ 保證承擔及繳交一切使用該場地/設備之費用, 對於在使用該場地及各項設備時所引致之被竊, 損壞及修理(正常損耗除外), 本人願意承擔一切費用, 並作出賠償。</p> <p>本人完全明白並同意遵守有關租用場地/設備之條文, 使用場地/設備期間所引致之一切意外、死亡、損失或毀壞, 本人同意根據使用條文之規定, 承擔一切責任並向南華體育會作出賠償。</p> <p>本人證實所提供之資料全部真確及已詳閱背頁之條例通知並明白及同意遵守 貴會會章及會規。</p> <p>本人 <input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 貴會繼續使用本人個人資料作背面 1(b)項用途。</p> <p>If this application is approved, I hereby undertake on behalf of _____ to meet, on demand the Association, all charges and additional charges arising from the using, and to meet the cost of repairing any by damage caused and of repairing or reinstating or replacing any equipment, fixtures, fittings, furniture or other property damage or destroyed (fair wear and tear excepted) stolen or removed during this function.</p> <p>I have read and undertake to observe, the terms and conditions of use attached to this form relation to the ground/facilities and agree to indemnify the Association in accordance with the terms and conditions of use in respect of any accident, death, injury, loss or damage which may occur in the ground/facilities during the period of hire.</p> <p>I certify that the information provided in this application form is true and correct. I have read all the conditions listed overleaf and agree to abide by the constitution and by-laws of SCAA.</p> <p>I <input type="checkbox"/> agree <input type="checkbox"/> do not agree SCAA to continue to use my personal data for the purposes mentioned in 1(b) overleaf.</p>			
姓名 Name in block letter :	簽署 Signature :		
日期 Date :	機構印鑑: Official chop / seal		

本會專用 FOR OFFICIAL USE ONLY

部門代碼 Section Code : _____

接納申請 Approved (請詳列收費 Please list all the charges)

租用項目Hiring Items	費用 Charges	小計 Sub-total
場地/設施 Venue/Facilities :		
清潔費 Cleaning		
其他 Others :		
其他 Others :		
總費用Total Charges		

備註 Remarks : 另附部門場地使用規則 Sectional by-laws is attached.

不接納申請 Not Approved (原因Reason : _____)

經辦人Handled by	主任/主委批核 Approved by
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南華體育會（南華會）收集及使用個人資料說明通知

1. 收集目的及使用：

- 你所提供之資料將會用作南華會處理你的申請之用，如你未能提供全部資料，可能會導致你的申請被延誤或不被接納。
- 南華會祇會在已取得 你的同意或並無反對的情況下才使用 你的個人資料作為南華會及／或其合作伙伴主辦及／推廣會籍，各項康樂及體育通訊、課程、講座、會議、活動、比賽等的宣傳／推廣用途。

2. 更新及停止使用個人資料：

如 你不願意南華會繼續使用 你的個人資料作上述1(b)項用途，及／或須查詢／更新 你的個人資料，敬請透過以下途徑通知南華會：

- 在本表格面頁內適當方格加上 ；或
- 連同 你的姓名及會員證號碼電郵至 members@scaa.org.hk；或
- 在本會網頁 <http://www.scaa.org.hk> 下載並填寫個人資料更新表格後
 - 電郵至 members@scaa.org.hk 或
 - 傳真至 2882 1213 或
 - 郵寄至香港銅鑼灣加路連山道八十八號「南華體育會義務秘書收」

SOUTH CHINA ATHLETIC ASSOCIATION (SCAA) COLLECTION AND USE OF PERSONAL DATA STATEMENT NOTICE

1. Purpose of Collection and Use:

- The personal data you provide(d) to SCAA is for use of the your application. Failure to provide full information may result in the delay or decline of your application.
- Your personal data will be used by SCAA and/or our partners only for promotion and/or marketing purposes of the membership campaign, sports and recreational newsletters, activities, courses, seminars, conference, events, competitions, etc under your consent or an indication of no objection, you being the data subject.

2. Updating and Stop Using Your Personal Data:

If you do not with SCAA to continue to use your personal data for the purposes mentioned in 1(b) above, and/or would like to enquire/update your personal data, please let us know via any one of the following ways :

- add appropriate overleaf; or
- email to members@scaa.org.hk with your name and membership no.; or
- download and fill in the "PERSONAL DATA UPDATE" form at <http://www.scaa.org.hk> ; and
 - email to members@scaa.org.hk , or
 - fax to 2882 1213, or
 - post to The Honorary General Secretary, South China Athletic Association, 88 Caroline Hill Road, Causeway Bay, Hong Kong.