

Club Manager
 Craigengower Cricket Club
 188, Wong Nai Chung Road
 Happy Valley, Hong Kong
 [Fax : 2890 5501]
 [E-mail : info@ccc1894.com]

**Application to Use the Sport Facilities
 of the Craigengower Cricket Club by Outside Bodies
 (Schools, NGOs, NSAs, Gov't Depts and Youth & Uniformed Group)**

We ("the Outside Body") intend to apply to use the sport facility of the Craigengower Cricket Club, and wish to seek the Club's approval to our application. Details of our application are :

Name of "the Outside Body"	(English)
	(中文)
Registered address of "the Outside Body"	
Nature of "the Outside Body"	<input type="checkbox"/> School, <input type="checkbox"/> NGO, <input type="checkbox"/> NSA, <input type="checkbox"/> Government Department, <input type="checkbox"/> Youth & Uniformed Group
Date & day of the event	(Mon / Tue / Wed / Thu / Fri / Sat / Sun)
Time	From _____ to _____
Facility to be used (please "✓" as appropriate)	<input type="checkbox"/> Badminton court, 1 court
	<input type="checkbox"/> Billiard table, 1 table
	<input type="checkbox"/> Covered lawn bowls green, _____ rink(s)
	<input type="checkbox"/> Outdoor lawn bowls green, _____ rink(s)
	<input type="checkbox"/> Golf driving range, _____ bay(s)
	<input type="checkbox"/> Squash court, 1 court
	<input type="checkbox"/> Table-tennis table, _____ table(s)
	<input type="checkbox"/> Tennis court, _____ court(s)
Nature of the event	<input type="checkbox"/> Training, <input type="checkbox"/> Local competition, <input type="checkbox"/> International competition, <input type="checkbox"/> Others _____
Estimated no. of users	
Estimated no. of spectators	
Name, title and contacts of the person who in charge of the event	Name : _____
	Title : _____
	Telephone : _____
	E-mail : _____
Name, title and contacts of the responsible person of "the Outside Body"	Name : _____
	Title : _____
	Telephone : _____
	E-mail : _____

We understand that the users must abide by the rules and regulations of the Craigengower Cricket Club (“the Club”) at all time and that we shall make compensation to the Club if damage is made to the Club’s facilities by our staff or users during the time of using the Club’s facilities.

We agreed that Craigengower Cricket Club shall be under no liability or responsibility for damage or loss of any property of our staff or users howsoever occurring on the premises of the Club

Signature of the responsible person of “the Outside Body”	Company chop of “the Outside Body”	Date
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*This form should be submitted to the Club by e-mail, by fax, by mail or in person 30 days before the date of the use of the facilities by “Outside Body” in order to enjoy the priority privilege.

*For an application for staging international event at the Club, an organizer is recommended to submit the form to the Club 1 year prior to the event date.

For Club Office Use
Application received by : _____ on _____
Application checked by : _____ on _____
Results of the initial checking : _____ _____
Application considered by : _____ Sub-committee on : _____ : General Committee on _____
Application approved / disapproved by : _____ on _____
Reason(s) for disapproval : _____
Reply to the Outside Body by : _____ on _____

[Z:\Community Service\Application form by Outside Bodies (Jan 2013)]