

### Application Form for Use of Discovery Bay North Sports Pitch

#### 租用愉景北運動場申請表

Please fill in ALL the following in **BLOCK CAPITAL LETTERS** and put a ✓ in the box where appropriate.  
請用正楷填寫下列所有欄目，並在適用的方格內加✓。

- Individual**     **Organization Approved / Sponsored by**     **Other Organization /**  
個人                      the Government <sup>1</sup> 政府認可/贊助團體 <sup>1</sup>                      Institution 其他團體或機構

Name of Applicant 申請人或團體/機構名稱	
Address 地址	
Business Registration No. 商業登記號碼 (if applicable 如適用)	
Contact Tel No. 聯絡電話	Email 電郵
Name of Activity 活動名稱	
Objectives of Activity 活動目的	
Target of Participants 服務對象	Estimated No. of Participants 預計參加人數
Activity Charges on Participants 參加者的活動收費: <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	If yes, please state the amount chargeable per head 如要收費，請說明每名參加者須繳付之費用: _____

#### Booking Details & Charges 預訂詳情及費用<sup>3</sup>

Date 日期 D/M/Y 日/月/年	Time 時間:	No. of Hour 時數	Charge 收費
/ / D 日/M 月/Y 年	From 由 _____:_____ To 至 _____:_____		\$
/ / D 日/M 月/Y 年	From 由 _____:_____ To 至 _____:_____		\$
/ / D 日/M 月/Y 年	From 由 _____:_____ To 至 _____:_____		\$
/ / D 日/M 月/Y 年	From 由 _____:_____ To 至 _____:_____		\$
/ / D 日/M 月/Y 年	From 由 _____:_____ To 至 _____:_____		\$

Name of Payee of the Refundable Deposit (in Block Letters)\* : \_\_\_\_\_

按金收款人姓名 (請用正楷書寫)\*

Refund / Cheque   
to be  
收取退款/支票方法  
(Please put a 'X'  
where appropriate  
請於適當處加 'X' 號)

Transfer to Bank Account 銀行戶口轉賬  
Bank Name : \_\_\_\_\_  
銀行名稱  
Account No. : \_\_\_\_\_  
賬戶號碼  
Account Name# : \_\_\_\_\_  
賬戶名稱  
Email Address : \_\_\_\_\_  
電郵地址

- collected from Accounts Department of City Management Office in person  
到城市管理處會計部收取
- sent by ordinary post to the following address:  
寄往以下地址:

#\*Please note that the payee / Account Name must be the same person shown on the deposit receipts.  
注意退還按金收款人姓名/賬戶名稱須與按金收據上姓名相同。

Remarks 備註:

1. Applicant for regular bookings must be a lawful local organization approved or sponsored by the government, such as sub-vented welfare agencies, sub-vented educational institutions and non-profit making schools, charitable organizations. 定期租用場地之申請人必須是本區合法之政府認可／贊助機構或團體，如資助福利機構、資助教育機構及非牟利學校、慈善團體等。
2. Application from individual and other organization or institution which has activity charges such as enrollment/course fees etc to participants will be considered separately on the merit of the activities, the submission of a usage proposal with details, copy of insurance coverage (if applicable) and copy of business registration (if applicable). 收取活動費用如參加費／學費等之個人或其它團體／機構所作的申請，將按照其活動內容、所提供之建議書連同保險副本(如有)、及商業登記副本(如有)另行審議。
3. For block booking of the Sports Pitch, please discuss with City Management for further details. 如欲長期租用場地，可與城市管理處商討。

Please submit or email this Form to Discovery Bay Services Management Limited with the rental cheque and all necessary documents stated in the Booking Procedures of Sports Pitch attached. For enquiries, please call 2238 3601. Approval or Non-approval will be advised within 3 working days of receipt of the application. 申請者必須連同預訂程序內所述的場地租金支票、申請表及所需文件一併遞交或郵寄至愉景灣服務管理有限公司。如有查詢，請致電 2238 3601。申請批核與否將於檢收申請三個工作天內通知。

The information provided on this Form will only be used for application for use of Sports Pitch and will be kept confidential. Applicants, who wish to access to or correct the data, please contact Discovery Bay Services Management Limited. 申請人所提供的資料，只會用作處理租用足球場事宜上，申請人如欲更改或查詢所提供的個人資料，請與愉景灣服務管理有限公司聯絡。

The Applicant must provide the valid receipt from City Management / the approved application form for verification and registration before using the Sports Pitch. 在使用設施前申請人必須出示由本處發出的有效收據／本批核申請表，以供核對及登記。

I confirm by signing below that the above information given is true and correct. I have read, understood and agreed to observe the Booking Procedures as attached, and be bound and abided by the Usage Rules of the Sports Pitch. 本人簽訂證明同意以上之資料正確無誤，並已細閱及同意遵守本申請表附頁所列之預訂程序，及同意遵守足球場使用場地守則。

Signature of Applicant (with Company chop if applicable)

申請人簽署 (如適用，請蓋上公司印)

Date

日期

Name 姓名: \_\_\_\_\_

**FOR OFFICE USE ONLY 此欄由本公司填寫**

	<b>Payment Received Date :</b> _____
	<b>Payment Received By :</b> _____
<b>Approved By :</b> _____	<b>Receipt No.:</b> _____ <b>Amount:</b> _____
<b>Date :</b> _____	<b>Deposit No. :</b> _____

## Booking Procedures of Sports Pitch

### 運動場預訂程序

1. The Sports Pitch is available for renting daily, including Public Holidays, from 8:00am to 10:00pm. except the free public sessions as listed below:

Free Public Session	Duration
Weekdays (Except Public Holidays)	6:00-8:00 am / 8:30-10:00 p.m.
Saturdays	6:00-8:00 am / 12:00-1:00 p.m. / 6:30-10:00 p.m.
Sundays or Public Holidays	6:00-8:00 am / 1:00-2:00 p.m. / 6:30-10:00 p.m.

場地可供租用時間：星期一至星期日及公眾假期，每天上午八時至晚上十時。免費公眾時段除外，詳情如下：

免費公眾時段	開始時間
星期一至五(公眾假期除外)	上午 6:00-8:00 / 晚上 8:30-10:00
星期六	上午 6:00-8:00 / 下午 12:00-1:00 / 晚上 6:30-10:00
星期日 或 公眾假期	上午 6:00-8:00 / 下午 1:00-2:00 / 晚上 6:30-10:00

2. The charge for using full court of the Sports Pitch: \$765 per hour (without lighting); \$900 per hour (with lighting). 30 minutes intervals but minimum 1 hour booking is allowed.  
 使用場地收費：全場收費分別為每小時港幣 765 元正（不需燈光）及每小時港幣 900 元正（需燈光）。亦接受 30 分鐘但以最少一小時為限的租用安排。
3. The time of the night session with lighting is as follows according to the seasonal time change:

Effective From	Starting Time
1 <sup>st</sup> October	5:30 p.m.
1 <sup>st</sup> March	6:00 p.m.
1 <sup>st</sup> June	6:30 p.m.

晚間時段及燈光照明安排的時間將會根據季節轉換如下：

生效日期	開始時間
十月一日	下午 5 時 30 分
三月一日	下午 6 時正
六月一日	下午 6 時 30 分

4. \$1,000 refundable deposit (cheque) will be levied. The deposit will be refunded subject to full compliance with ALL the following conditions:

- Clean up and remove any items, if any, placed in the venue by the Applicant after use.
- No damages caused to the venue facilities.

Deposit receipt must be presented when applying for deposit refund.

本處會收取一千元按金（支票）。若能符合以下所有規定，按金將獲如數發還：

- 活動完結後清理場地。
- 沒有損壞任何場地設施。

申請退還按金時，必須出示按金收據。

5. If the deposit amount does not cover the subsequent remedial works caused by the damages, the Applicant is required to pay the balance.

如果因損壞而進行善後工作的費用超過按金額，申請人須支付餘額。

6. Discovery Bay Services Management Limited (City Management) is the administrator of the Sports Pitch. The applicant must submit or mail the application form with two separate cheques with the correct amount of the rental fee and deposit payable to “Discovery Bay Services Management Limited”, and all necessary document(s) to City Management for processing at least 10 working days prior to the applied date of use. Otherwise, no application will be processed. The mailing address is Unit 103, Discovery Bay Office Centre, No. 2 Plaza Lane, Discovery Bay.

愉景灣服務管理有限公司(城市管理處)是足球場代理人。申請者必須於活動日期前最少十個工作天內遞交或郵寄申請表，連同兩張分開的場地租金及按金之支票(支票抬頭請註明為「愉景灣服務管理有限公司」)及所需文件至城市管理處。本處不會處理沒有附上支票或文件之申請。地址:愉景灣廣場徑2號愉景灣商務中心103室。

7. Each applicant is not allowed to book more than a total of 2 hours per week, except with prior arrangement at City Management’s discretion or with a signed agreement.

除非獲得本處預先批准或已經與本處簽訂合約外，每位申請人每星期不可申請使用場地多於兩小時。

8. Booking will only be allowed to DB residents and local organizations. Please submit address proof along with the application form. If there is more than one application for the same timeslot, allocation will be determined on a first-come-first-served basis.

場地只限愉景灣居民及團體租用，申請時須連同申請表遞交地址證明。如同一時段多於一宗申請，則以「先到先得」原則分配。

9. Notification of cancellation of the booking must be given to City Management in written form at least 1 week prior to the date of use, providing reason(s) for cancellation. Upon approval, payment(s) made will be refunded on presentation of receipt. Three cancellations without reasonable explanation within a period of 6 months will render the applicant ineligible for hiring the venue for a year.

如要取消已批准的租借申請，必須在使用日期最少一星期前以書面通知本處，並附上原因。領回款項時必須出示繳費收據。任何申請人若在半年內有三次未如期使用場地的記錄而又未能提供合理解釋，則一年內不准租借此場地。

10. If a hirer fails to turn up without the notification of cancellation as required in point 7 above, fees paid will not be refunded.

若活動未有如期舉行，而申請者又未如以上項目七所述，於規定期限前提出取消通知，則已繳交的款項一概不會發還。

11. The approved application is not transferable and the hirer should be user present at the Sports Pitch.

已批核之申請不可轉讓他人使用。租用者必須是在場之使用者。

12. Transferring or subletting of the booked Sports Pitch, with or without money transaction, by the hirer is prohibited. In case of any breaches, the approval granted for the use of the Sports Pitch will be withdrawn immediately and fees paid will be forfeited. Repeated breaches will render the applicant not eligible for future applications.

已批核之租用者不得私下轉借、分拆使用（不論是否涉及金額）或分租場地給其它人／團體／機構使用。倘有違規，本處將即時撤回該租借的批准，已繳交的款項一概不會發還。倘某人／團體／機構違反是項規條多於一次，日後其租借場地之申請將不獲接納。

13. City Management reserves the right to close the Sports Pitch without prior notice due to special event, adverse weather, maintenance works or the condition of the Sports Pitch is considered unusable. The hirer can make enquiries at the 24-hour Customer Service Centre (Tel. No. 3651 2345).

本處有權因舉辦特別活動、惡劣天氣、進行維修工程或當場地狀況不適宜使用時停止場地之使用而不作另行通知。已批核之租用者可致電 3651 2345 向 24 小時顧客服務中心查詢。

14. Usage of Sports Pitch cancelled due to adverse weather will not be refunded.

因惡劣天氣而取消場地之使用，已繳交的款項一概不會發還。

15. Pitch will be closed immediately without advanced notice when,

- Severe thunderstorm warning affecting DB
- Black rainstorm warning signal
- Typhoon signal no. 8 or above
- Heavy rain in DB causing number of ponds on the Sports Pitch.

在以下情況，運動場將即時關閉而不作另行通知：

- 雷暴警告影響愉景灣
- 黑色暴雨警告
- 八號或以上颱風訊號
- 愉景灣內嚴重暴雨造成運動場積水

Pitch will be re-open when,

- 1 hour after all the warning signals of the above canceled and that all the water been drained off from the ponds
- the Sports Pitch is considered appropriate for use by the sole decision of City Management

運動場會按下列情況重開：

- 上述各項警告除去後一小時及運動場積水已疏導

- 本處確定運動場適合使用

Applicants may apply for reallocation of the bookings via email at [dbsml@dbsml.com](mailto:dbsml@dbsml.com) subject to availability of the Sports Pitch.

申請人可以電郵至 [dbsml@dbsml.com](mailto:dbsml@dbsml.com) 申請改期，惟一切需以有可供租用時間作準。

16. City Management staff shall have the right to enter, at any time, any part of the Sports Pitch used by the hirer and impose conditions for its continued use in light of prevailing circumstances. If the applicant fails to observe these conditions, the staff member(s) may terminate the right of use at any time and any fees paid will be forfeited.

本處職員有權隨時進入申請租借之場地，並根據當時情況，就繼續使用場地提出附加條件，如不獲同意，本處職員可隨時終止其使用，並下令清場，已繳交的款項一概不會發還。

17. The Applicant must produce the valid receipt / approved application form from City Management for verification and registration before using the Sports Pitch and may be required to produce the identification document for verification.

在使用設施前，申請人必須出示由本處發出的有效收據／獲批核申請表，以供核對及登記。申請人或須出示身份證明文件以供查核。

18. The applicant, its members and / or participants in its activity, whether as an invitee or otherwise, using the Sports Pitch must follow the Usage Rules. City Management may refuse any person from using the Sports Pitch if he / she does not observe these rules.

申請人／團體／機構的任何成員或其活動參加者，不論是否被邀請者，在使用場地時必須遵守使用場地守則及愉景灣城市規例。任何人士如不遵守使用場地守則及愉景灣城市規例，城市管理處可拒絕其使用場地。

19. City Management reserves the right to reject / cancel any application or booking without giving prior notice to the applicant and also to restrict the number of users and / or spectators entering the Sports Pitch or to refuse entry of any person upon health ground or any other reasons.

城市管理處有權拒絕任何申請／取消有關預訂，作出申請批核之最後決定而無須事先通知申請人，以及可以限制進入場地的使用者／觀眾的人數，或以衛生理由或任何其他理由拒絕任何人士進場。

20. City Management reserves the right to amend these booking procedures, and the Usage Rules of Sports Pitch without further notice.

城市管理處保留修改此預訂程序和足球場使用場地守則之任何內容的權利，無須另行通知。

## Usage Rules of Sports Pitch

### 運動場使用場地守則

- The Sports Pitch is available for renting daily, including Public Holidays, from 8:00am to 10:00pm, except the free public sessions

場地可供租用時間：星期一至星期日及公眾假期，每天上午八時至晚上十時，免費公眾時段除外。
- The applicant approved to use the Sports Pitch and its facilities must conduct its activities in accordance with the nature, program and purpose as stated in the application form. Activities conducted and any noise produced thereby must not cause nuisance to the residents in the neighborhood. Chanting of slogans and activities that disturb public order are prohibited.

使用場地舉辦的活動，必須與申請表格內註明的活動內容、程序及目的相符。舉行的活動及發出的聲浪，不得對鄰近民居造成滋擾。亦不可高呼口號或進行任何擾亂公眾秩序的活動。
- Cooking, burning of any articles and placing decoration of readily combustible materials are strictly prohibited in the Sports Pitch.

場地範圍內嚴禁生火、煮食、燃燒任何物件，或使用易燃物製成的裝飾物。
- No smoking or consumption of food are allowed on the Sports Pitch.

場地範圍內不可吸煙或進食。
- No dogs and pets are allowed in the Sports Pitch.

寵物及狗隻不可進入場地範圍內。
- All participants must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary. Any damages on the Sports Pitch surface and the repair cost due to inappropriate footwear will be paid by the Applicant.

所有使用者均須穿著適當服飾和運動鞋，並須使用合適器材及所需保護裝備。如因穿著不合適鞋履導致場地表面損壞，申請人須支付維修費用。
- All participants must leave the Sports Pitch, when their session / hour is over.

所租訂的段節／時間結束後，使用者必須離開場地範圍。
- The applicant is responsible for the arrangement of equipment, if applicable, in the Sports Pitch and shall not put any tapes, nails or any other materials that are difficult to remove (such as paints) on the walls, furniture and other equipment. The applicant shall be liable to pay for any damage caused to any equipment, floor, furniture or structure of the Sports Pitch.

申請人須自行負責安排場地內的設備，並不得在場地的草地及其他裝置上黏貼膠紙、加上任何釘子或難於清理的物品，例如油漆等。如場地的設備或結構有任何損毀，申請人須負責賠償。

9. No building or structure or support for any building or structure may be erected or constructed within the Sports Pitch except boundary walls, fences and demountable ancillary facilities.  
任何人不得在足球場範疇內豎立或支撐任何建築物或其他構築物，圍欄、邊界牆及可拆除的輔助設施除外
10. The applicant must ensure that the number of participants does not exceed the expected number of participants stated in the application form. For the sake of public safety, City Management staff has the right to apply control over the number of participants, or terminate the applicant's use of the Sports Pitch immediately.  
申請人必須確保參加人數不超過申請表格內註明的預計參加人數，否則本處職員為公眾安全著想，有權對參加人數加以控制或即時終止申請人使用該場地。
11. The applicant shall maintain good order and discipline during the activities. Before leaving the Sports Pitch, all rubbish shall be removed or placed into the rubbish bins provided at the Sports Pitch, otherwise, the applicant is required to pay for the cleaning fee imposed by City Management.  
在活動進行期間，申請人須負責維持良好秩序及紀律。並須於活動完畢後負責清理場地，自行安排清理垃圾，較細小的垃圾須放於場內之垃圾箱內，否則本處會向申請人收取清潔費用。
12. The applicant, its member and / or participants in its activity must safe-guard their own properties. City Management will not be responsible for any loss or damage to their properties.  
申請人／團體／機構的任何成員或其活動參加者必須自行保管其個人／團體／機構的財物，倘有任何遺失或損壞，本處恕不負責。
- 12 No person, at any time, should use or permit or suffer any part of the Sports Pitch to be used for any illegal or immoral purposes or any purposes in breach of any Ordinances, by-laws, regulations and rules in force in the Hong Kong Special Administrative Region.  
任何人不得指使或允許足球場被用作任何非法或不道德之用途或任何違反香港特別行政區任何條例、則例、規例及規則之用途。
- 13 The applicant is responsible for taking out insurance coverage for the activity. Discovery Bay Services Management Limited, Hong Kong Resort Company Limited, and its holding companies, their officers, employees, servants, agents or licensees, however such injury and / or damage are occasioned, whether or not such injury or damage is in any way due to any negligent act, breach of duty, default and / or omission on the part of Discovery Bay Services Management Limited , Hong Kong Resort Company Limited, and its holding companies, their officers, employees, servants, agents or licensees, shall not be liable or responsible for any loss, injury, damages, claims, cost or expenses whatsoever, resulting from the use of the Sports Pitch.  
申請人須自行替所舉行的活動購買保險。香港興業有限公司、愉景灣服務管理有限公司、其僱員或代理人均不負責任何損傷或損失，不論此種損傷及／或損失如何造成，或是否由於香港興業有限公司、愉景灣服務管理有限公司、其僱員或代理人疏忽、失職及或不履行責任所致



- 14 All injuries to participants or any other party, as well as damage to the facility, must be reported to City Management immediately.

參加者或任何其他人士如有受傷，或設施遭到損毀，必須即時向本處職員報告。

Unless prior consent is obtained from City Management, the followings are also prohibited:

除事先得到城市管理處同意外，均禁止進行以下事項:

- 15 The Sports Pitch is used for football, rugby, cricket and baseball games only, except prior arrangement at City Management's discretion or with a signed agreement.

除非獲得本處之預先批准或已經與本處簽訂合約外，場地只作足球、欖球、板球及棒球活動用途。

- 16 No additional electric appliances, lighting equipment or additional structures (such as stages) are to be installed in any part of the Sports Pitch

不得在場地任何地方裝置附加電器、照明設備或加建任何建築物，如看台等。

- 17 No posters, slogans, banners or portraits are to be posted or hung when using the Sports Pitch.

使用場地時，不得在場地內張貼或懸掛海報、橫額、標語、旗幟或照像。

- 18 No donation, sales, bidding or auction activities shall be conducted in the Sports Pitch.

不得在場地內進行任何募捐、售賣、競投或拍賣物品等活動

- 19 The Applicant and participants shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The users shall not expressly or by implication make reference to Hong Kong Resort Company Limited and its subsidiaries, Discovery Bay Services Management Limited in any of the publicity materials without prior written permission from City Management. The users shall indemnify and keep indemnified Hong Kong Resort Company Limited and its holding companies, Discovery Bay Services Management Limited against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.

申請人及使用者不得製作、發報、展示或派發任何與活動有關含有失實、偏頗、具誤導或欺騙性內容的宣傳物品。申請人若事先未獲本處書面許可，不得在任何宣傳物品中以明示或暗示的方式提述香港興業有限公司及其附屬公司、愉景灣服務管理有限公司及其僱員。倘申請人及參加者違反或不遵守此條文，以致引起任何索償、要求、法律行動或訴訟時，申請人須負全責，並保障香港興業有限公司及其母公司、愉景灣服務管理有限公司及其僱員無須作出賠償。

- 20 The Applicant and participants should not arrange any admission during the use of the booked Sports Pitch as spectators.

申請人及參加者不得在使用場地期間，安排任何公眾人士以觀眾身份進入場地。

If there is any inconsistency between the Chinese version and the English version, the English version shall prevail.

如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。