

Hong Kong Lawn Bowls Association
Free Use of Leisure & Cultural Services Department Bowling Greens
Application Form

(Please use separate form for each venue)

In view of the popular use of the Free Use Scheme among our affiliated clubs over the past 6 years, HKLBA will apply for the free use of bowling greens **from September 2012 to June 2013** for our member Clubs. The free use will be for monthly periods with time slots of **9am-11am, 11am-1pm, 1pm-3pm and 3pm-5pm only**, from Monday to Friday (except public holidays). A maximum booking of **TWO time slots and 2 rinks per day** will be allowed. The allocation of rink(s) is subject to LCSD's confirmation in late **August 2012**. Interested Clubs please complete this form and return to the HKLBA office (fax 2577 5621) on or before **Monday 4 June 2012**.

No more applications will be accepted after this deadline

Notes :

1. **Only HKLBA affiliate clubs are eligible to the Free User Scheme.**
2. *The confirmation of the booking is subject to the availability of the venues.*
3. **HKLBA will not accept any changes after the confirmation of the booking.**
4. Clubs that were assigned rinks under the Free Use Scheme must register two names together with their HKID card numbers (first 4 digits) to the Venue Office for every session approved through HKLBA as soon as possible;
5. One of these two registered persons must be present at the venue for submitting the approved letter and sign for the use of the rink(s) at the Venue Office;
6. Should neither of the two registered named persons be able to attend at the specified time and date, a substitute is allowed but this must be arranged as item (3) above and be done at least ten days in advance;
7. Any no-show or failure to comply with items 4 & 5 above will result in the following penalties :
 - a. For the first offence, a penalty charge of \$200 will be made to the Club;
 - b. For the second offence, the remaining free use sessions will be terminated immediately and the Club will not be eligible to apply under the following year's Free Use Scheme.

In addition, LCSD has the right to cancel and withdraw all our bookings granted to and made by us at all their venues, which bookings include those for your Free Use, Leagues, Competitions and Training sessions.

These guidelines are designed to avoid any abuse of the Scheme.

Hong Kong Lawn Bowls Association
Free Use of Leisure & Cultural Services Department Bowling Greens
Application Form

Name of Club : _____ Contact Person : _____ Tel. no. : _____ E-mail : _____

Venue : *Victoria Park (VP)* *Siu Lek Yuen Road Playground (SLY)* *Wu Shan (WS)* *Hang Hau Man Kuk Lane Park (TKO)*

	Venue	Months	Day	Time Slot(s)	No. of Rink	1st responsible person	2nd responsible person
E.g.	VP	Sep - June	Wed & Fri	9am -11am	2 rinks	Name : Chan Tak Man ID : 1234 (first 4 digits)	Name : Chan Siu Man ID :4567 (first 4 digits)
1						Name : ID :	Name : ID :
2						Name : ID :	Name : ID :
3						Name : ID :	Name : ID :
4						Name : ID :	Name : ID :
5						Name : ID :	Name : ID :
6						Name : ID :	Name : ID :

Purpose(s) of use (please specify the activities to be run) : _____

Expected number of participants : _____

I agree to indemnify the Leisure & Cultural Services Department against all actions, claims and demands by any person who suffers or sustains any loss, damage or injury arising out of or as a result of the use of the bowling green by me or any person so authorized by me due to the negligence on my part or on the part of such authorized person.

Signature of Authorised Person : _____

Name of Authorised Person : _____

(Organisation Chop)

Date : _____

For enquiries, please contact Mr. Howard Poon at 2504 8249.

Hong Kong Lawn Bowls Association
11 May 2012