

綜合體育館 – 預訂場地表格(會員限定) Sports Hall – Advance Booking Form (Members only)

預訂一星期內(**不接受即日預訂**)的設施，請以正楷填寫以下表格，傳真或電郵至綜合體育館。
Booking for the following facilities (within 7 days, **on day booking is not available**), please fill in this form in block letters and fax or email it to the Sports Hall Office afterwards

預訂服務 Service Hours: 9:00AM - 9:30PM 傳真 Fax No: 2882 1213 電郵 Email: spc@scaa.org.hk

姓名 Name:	會員號碼: Membership No.						
電話 Tel:	傳真/電郵: Fax No./Email:						
設施: Facilities:	<input type="checkbox"/> 羽毛球(正場/側場) Badminton (Main/Side) Court	<input type="checkbox"/> 壁球場 Squash Court	<input type="checkbox"/> 乒乓球室 Table Tennis Room	<input type="checkbox"/> 三人籃球場 3 on 3 Basketball Court	<input type="checkbox"/> 人造草足球場 Artificial Turf Pitch	<input type="checkbox"/> 籃球全場 Basketball Full Court	<input type="checkbox"/> 排球全場 Volleyball Court
用場日期: Using Date:	年 Y	月 M	日 D	用場時間: Using Time:	選擇一/1 st Choice _____ 選擇二/2 nd Choice _____		
會員簽署: Signature:	日期: Date:						
如預訂籃球/排球全場,請額外提供三個有效會員號碼及姓名: Extra 3 valid membership numbers with Name for Basketball/Volleyball Court Booking							
1. _____ 2. _____ 3. _____							

- 備註:**
- 在預約綜合體育館設施時，每位會員只能預訂一小時綜合體育館場地
 - 所預留之設施在經確認後不得更改及取消
 - 使用之設施須繳付手續費 HK\$5 包括人造草足球場**
 - 如未能於用場前完成付款程序，會員將不能使用一切設施直至繳付所有場租的**雙倍金額**罰款為止**
 - 綜合體育館將以電話及電郵回覆會員來確認訂場
 - 繳費方法:
 - 親臨體育中心地下會員部繳費，接受現金、信用卡或八達通付款
 - 櫃員機銀行轉帳:恒生銀行戶口號碼:南華體育會 262-164882-668
會員轉帳後，請將入數紙(列明轉帳人名稱和銀行戶口號碼、會員號碼、會員姓名、預訂設施項目,日期及時間)傳真或電郵至綜合體育館(傳真:28821213, 電郵 email: spc@scaa.org.hk)
 - 本人明白及同意場地使用守則及規章
- **已申請優越預訂服務之會員不受備註#3、#4 所限制,詳情請參閱優越預訂服務須知

- Remarks:**
- Members are allowed to reserve **1 session (1 hour) only** of SPC facility
 - No alternation or cancellation will be entertained once the booking is confirmed.
 - Service charge HK\$5 will be added on each reserved court fee INCLUDING Artificial Turf Pitch.**
 - Fails to pay for the reserved facilities, member will be prohibited for using SCAA facilities unless penalty (double court fee) has been settled.**
 - Members will be informed via phone and email for their confirmed booking.
 - Payment method:
 - Pay at Sports Hall Office in person. Cash, credit card or octopus accepted.
 - ATM Bank Deposit:** Hang Seng Bank A/C : SOUTH CHINA ATHLETIC ASSOCIATION 262-164882-668
Fax or email the pay-in slip (with transferee name and bank A/C no., membership no., member name, reserved facilities, date and time written on) to Sports Hall Office. (Fax:28821213, email: spc@scaa.org.hk)
 - I understand and agree the Rules and Regulations of the facilities.
- ** Remarks #3 and #4 are not applicable to the user of "Premium Advance Booking Service". Please refer to "Premium Advance Booking Service Regulation" for details.

本會專用 Official Use only					
接收日期		場地編號		費用	HK\$
繳費日期		繳費方式		轉帳編號	
經辦人		經辦日期		PSI:	
備註					