

Application Requirements for the Use of Facilities

| | Recognized Bodies | National Sports Association (NSAs) | Staging International events |
|---------------------------|---|------------------------------------|---|
| Booking Procedures | | | |
| Normal | <ul style="list-style-type: none"> ● Subject to prior application and availability of venue ● Subject to inclement weather and maintenance | | <ul style="list-style-type: none"> ● Fill in the booking application form together with a proposal of the said event. |
| Priority | <ul style="list-style-type: none"> ● Fill in the booking application form(s), sign and chop ● The duly completed and signed application form must be lodged with SCAA Communication Department of Head Office in person or fax to South China Athletic Association at 2890 9304 or email to info@scaa.org.hk). ● All application forms must be filed at least one month in advance ● Full payment must be settled within 7 days after confirmation of the booking. ● No cancellation after confirmation of booking. ● No refund for fees paid unless the venues are closed due to inclement weather, any change of date due to inclement weather will be subject to available of the venue. | | <ul style="list-style-type: none"> ● All application must be filed at least 15 months in advance. ● Full payment must be settled within 1 month after confirmation of the booking. ● No cancellation after confirmation of booking. ● No refund for fees paid unless the venues are closed due to inclement weather, any change of date due to inclement weather will be subject to available of the venue. |
| Processing time | Not less than 14 working days | Not less than 14 working days | 2 months upon receipt of the application. |
| Methods of payment | | | |
| Bank In Person | <ul style="list-style-type: none"> ● To bank in at Hang Seng Bank counter (by cash or by cheque), "South China Athletic Association" account no : 262-164882-668. <div style="border: 1px solid black; padding: 2px;">Note: All cheques are subject to clearance</div> ● Transfer payment via 『Hang Seng Bank』 ATM、e-banking or phone banking to the above account. <div style="border: 1px solid black; padding: 2px;">Note: HK\$15.00 additional bank charge shall be reimbursed to the Association for transfer by other means</div> ● Please fax the pay-in slip to SCAA (with payee name and payment description). ● To settle the payment at SCAA Head Office or respective sections in person during office hours. | | |

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| Terms and conditions of using the facilities | <p>Subject to rules, regulations and by-laws of SCAA provided always that all outside bodies under the greater access requirements of Private Recreation Leases will be exempted from the SCAA membership qualification.</p> | <ul style="list-style-type: none"> ● Please refer to rules, regulations and by-laws of SCAA provided always that all outside bodies under the greater access requirements of Private Recreation Leases will be exempted from the SCAA membership qualification. ● Applicant is required to apply for approvals and licences in relation to the said event. ● Applicant is required to take all insurance policies with linen to South China Athletic Association ● No commercial advertisement will be allowed inside the club premises (Event sponsor excepted). ● The event must be sanctioned by related governing bodies in advance. |
| Contact | <p>For enquiry, please contact (a) Mr Chester Yung, Communication Department Tel: 2577 6932 ext 913 Fax: 2830 0912 Email: info@scaa.org.hk</p> | |
| | <p>(b) Respective section in-charge (please refer to SCAA website www.scaa.org.hk for telephone contacts)</p> | |
| Fees and charges (including but not limited to) | <ul style="list-style-type: none"> ● Venue hiring fees ● Public Utilities expenses ● Manpower expenses ● Security and order expenses ● Food and Beverages expenses (if any) ● Additional Insurance premium ● Logistics expenses (if any) ● Administration fee | |

Remarks

- Subject to venue availability
- Subject to duration of the event
- Subject to inclement weather
- Deposit will be required for the booking

