



## 預訂場地守則 (羽毛球、壁球及乒乓球)

青少年 / 成人個人會籍	家庭會籍	公司會籍
每款場地每天最多可預訂一節，每節為 1 小時	每款場地每天最多可預訂兩節，每節為 1 小時	每款場地每天最多可預訂兩節，每節為 1 小時

### 會員預訂場地守則

- 場地設施只接受會員預訂，訂場之會員必須為其本人及其中一名使用者
- 會員服務部只接受親身或電話預訂 8 天以內之場地，電話 2368 7070
- 康體設施櫃檯 (一樓) 只接受親身預訂即日之場地
- 只接受會員本人或其家庭會籍之成員繳費及簽場，會員繳交場地費用後，便不能取消、轉讓或退款
- 如欲更改或取消已預訂的場地，必須於完成預訂後的翌日晚上七時前通知會員服務部，否則不可作任何更改或取消
- 如預訂翌日或即日之場地，便不能取消、轉讓或作任何更改
- 會員如缺席已預訂的場地或設施，仍必需繳交場租。
- 若會員未如期繳付場地或設施費用，該會員的訂場權利將被終止
- 電話預訂場地時必須提供預訂場地會員的香港身份證或護照首 4 位號碼以確認其身份
- 任何未能親身預訂場地之會員，可授權他人代為預訂場地，而每位被授權人士只能最多為 **兩位會員**代為預訂場地。被授權人士需出示已填妥及簽署的「預訂場地設施授權書」及會員證副本方可預訂場地
- 如下一節場地開始前 15 分鐘仍未有預訂，則可連續租用
- 如遇上惡劣天氣，所有預訂將有特別安排，詳情請致電查詢
- 會員服務部開放時間為上午九時至晚上七時
- 康體設施櫃檯 (一樓) 開放時間為上午七時至晚上十時三十分

### 兩步輕鬆訂場:

- 步驟 1. 親臨會員服務部 (上午九時至晚上七時) 或  
致電會員服務部 (電話:2368 7070, 按 1-2-0)  
\*備註: 親臨預訂可獲優先處理
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- 步驟 2. 於開場前到會員服務部或一樓康體設施櫃檯繳付場租

### 付款方法:

少於 \$200	現金或八達通卡
\$200 或以上	現金、八達通卡或信用卡

### 使用場地守則

- 每個會籍最多可攜同 3 位貴賓在同一時段內使用同一場地
- 場地不可用作教學用途或進行任何商業活動
- 必須由訂場之會員簽場後，方可使用該場地



## FACILITIES BOOKING REGULATIONS (Badminton, Squash and Table Tennis)

<u>Youth / Adult Individual</u>	<u>Family</u>	<u>Corporate</u>
1 advance booking (1 hour/session) at the same facility per day	2 advance booking (1 hour/session) at the same facility per day	2 advance booking (1 hour/session) at the same facility per day

### Booking Regulations for Members

- The venue facilities only accept reservations by members. Members must be one of the users of the facilities booked.
- The Member Service Counter only accepts reservations in person or by phone for venues within 8 days, call 2368 7070.
- The Sports Services Counter (1st Floor) only accepts same-day bookings in person.
- Members are required to pay and check-in in person or by affiliated member (ie. Family membership) and produce membership cards at MS counter; no cancellation, transfer or refund is allowed once the payment is made.
- Members who wish to cancel or amend any confirmed facilities can only make any changes by phone within the day before 7 p.m after confirmed booking. No cancellation or alteration is allowed.
- For same-day booking or one-day-advance booking, no cancellation, transfer or alteration is accepted.
- Members who has check-in for a booking are still responsible for the payment; Facilities Booking privilege will be withdrawn until the booking fee is paid.
- Verification of identity is required for all bookings by telephone . Member is required to provide the first 4 digits of member's HKID card or passport.
- For members who cannot book in-person, they may authorize a representative to book the facilities on his/her behalf by presenting a filled and signed "Authorization Letter for Facilities Booking" and a copy of the membership card. One representative can only represent maximum of **2 members** for facilities booking.
- If there is no reservation 15 minutes before the start of the next session, the venue can be rented continuously.
- In case of bad weather, special arrangements will be made for all reservations, please call for details.
- Member Services Counter is open from 9 a.m. to 7 p.m.
- Sports Services Counter (1st Floor) is open from 7am to 10:30pm.

### 2 Easy Steps to Book

- Step 1. Reservation In person at Member Services (From 9 a.m. to 7 p.m.) OR  
By phone (Tel: 2368 7070, Press 2-2-0)  
\*Remarks: priority to in person reservation
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- Step 2. Settled payment at MS / Sports Counter

Payment Method:

Less than \$200	Cash or Octopus card
\$200 or more	Cash, Octopus card and credit card

### Court Usage Regulations

- A member can invite a maximum of 3 guests per membership per visit
- Private coaching or any commercial activity is prohibited
- The court can only be used after it is registered by the member who made the booking