

BOOKING PROCEDURES FOR USE OF HKTA TENNIS CENTRE

1. INDIVIDUAL ADVANCE BOOKING

(a) Sessions not taken up by Hong Kong Tennis Association (HKTA) programmes or block bookings will be made available for booking by the public up to 7 days in advance, inclusive of the day of making booking. 7 days advance booking can be done by phone to 23387748 or in person at the HKTA Tennis Centre booking office between 7:15am-9pm. Bookings will be processed on a first-come-first-served basis.

**** After 9p.m.- same day booking only**

(b) Payment by cash or credit card can be used in person at HKTA Tennis Centre Booking Office, hirers have to produce their recognized identity documents to prove their identity. The recognized identity documents include Identity Cards, Passports, HKSAR Re-entry Permits and Full-time Student ID Cards or Student Handbook (with photo)). In case of queue, normally a maximum of one permit and/or for one hour play (for peak hours), two permits and/or for two hours play (for non-peak hours) will be processed for each person per visit; or phone to HKTA Tennis Centre Booking Office 2338 7748 to pay by credit card. Credit card payment registration form can be downloaded from HKTA website. Hire charges for courts and concessionary rates are the same as the Leisure and Cultural Services Department (LCSD) with effective on 1 November 2013.

(c) Conditions for advance booking

- (i) 7 days advance notice;
- (ii) Each hirer can book a maximum of 1 court per hour; &
- (iii) No more than 2 hours (during 7am-6pm, 9pm-11pm) and 1 hour (during 6pm -9pm) on weekdays; &
- (iv) No more than 2 hours (during 7am-9am, 7pm-11pm) and 1 hour (during 9am-7pm) on Saturdays, Sundays and public holidays;
- (v) No cancellations will be refundable;
- (vi) 15 days reallocation period or refund is granted to hirer if courts are closed due to inclement weather or any other safety issues. (Decision for unfit courts to be made by either Centre Manager or Director of Coaching of HKTA);
- (vii) Maximum 4 persons per court for individual bookings;

(d) Remarks

- (i) Identification Document (including – Identity Cards, Passports, HKSAR Re-entry Permits and Full-time Student ID Cards or Student Handbook (with photo)) number MUST be produced for all bookings. Receipt or credit card receipt number given is used as proof of booking when hirers arrive at the courts. Person whose Identification Document is used for booking MUST be one of 4 persons on the court.
- (ii) Courts 5 - 8 can be booked for public usage when not being used for HKTA training programmes. Courts 7 and 8 are set aside for public use from 6pm – 10pm each weekday and from 9am – 7pm on Saturdays, Sundays and Public holidays.
- (iii) Other courts (1-4) may become available from time to time if no HKTA training courses or activities are taking place.

2. INDIVIDUAL ON-THE-SPOT BOOKING (Same Day)

(a) On-the-spot booking (Same Day) can be done at HKTA Tennis Centre Booking Office between **7:15am-9pm**.

(b) Payment by credit card or cash can be used in person at HKTA Tennis Centre Booking Office. Hire charges for courts and concessionary rates are the same as LCSD with effective on 1 November 2013.

(c) Conditions for on-the-spot booking (same day)

- (i) Each hirer can book a maximum of 1 court per hour; &
- (ii) No more than 2 hours (during 7am-6pm, 9pm-11pm) and 1 hour (during 6pm -9pm) on weekdays; &
- (iii) No more than 2 hours (during 7am-9am, 7pm-11pm) and 1 hour (during 9am-7pm) on Saturdays, Sundays and public holidays;
- (iv) No cancellations will be refundable;
- (v) 15 days reallocation period or refund is granted to hirer if courts are closed due to inclement weather or any other safety issues. (Decision for unfit courts to be made by either Centre Manager or Director of Coaching of HKTA);
- (vi) Maximum 4 persons per court for individual bookings.

(d) Remarks

- (i) Identification Document (including – Identity Cards, Passports, HKSAR Re-entry Permits and Full-time Student ID Cards or Student Handbook (with photo)) number MUST be produced for all bookings. Receipt or credit card receipt number given is used as proofs of booking when hirers arrive at the courts. Person whose Identification Document is used for booking MUST be one of 4 persons on the court.
- (ii) Courts 5-8 can be booked for public usage when not being used for HKTA training programmed. Courts 7 and 8 are set aside for public use from 6pm – 10pm each weekday and from 9am – 7pm on Saturdays, Sundays and Public holidays.
- (iii) Other courts (1-4) may become available from time to time if no HKTA training courses or activities are taking place.

3. ADVANCE BLOCK BOOKINGS BY ORGANIZATIONS

(a) 3 months in advance for all block bookings;

(b) Block booking will only be accepted for usage during the hours 7am - 4pm & 9pm – 11pm weekdays;

(c) No more than 3 courts per hour.

(d) Block booking may be accepted for the following:

- (i) Leagues, tournaments and activities organized by HKTA;
- (ii) Leagues, tournaments and activities sanctioned by HKTA;
- (iii) Open enrolment fun days and activities (not including coaching) organized by HKTA Corporate Patrons;
- (iv) Open enrolment fun days and activities (not including coaching) organized by HKTA affiliated clubs;
- (v) Open enrolment fun Days and activities (not including coaching) organized by other bodies approved by the HKTA;

- (vi) Fun days and activities organized (not including coaching) for their members by HKTA Corporate Patrons;
- (vii) Fun days and activities organized (not including coaching) for their members by HKTA affiliated clubs;
- (viii) Fun days and activities organized (not including coaching) for their members by other bodies approved by the HKTA;
- (ix) The advance booking periods of “3-months” specified in this procedure refer to the clear calendar month(s) in between the month of submission of applications and the month of the intended date of use;

(e) Advance Block Bookings by Schools

- (i) Schools are allowed to block book sessions 3 months in advance. This arrangement applies only to sessions during normal school hours, i.e. 7am to 4pm on weekdays. It does not apply to Saturday, Sundays and Public Holidays.
- (ii) Type of schools which are eligible for priority booking include –
 - Kindergarten;
 - Government, Aided, Private Primary School;
 - Government, Aided, Private Secondary School;
 - Special School;

(Please refer to Education Bureau (EDB)’s web-page <http://www.edb.gov.hk> for the full list of school recorded.)