

Application Requirements for the use of Facilities by Outside Bodies, Players or Representative Squads of NSAs and for staging of International Events

Grantee: Indian Recreation Club

(1) Application form

Use the application form at Annex D.

(2) Booking procedures for normal booking

Applicants must submit the completed application forms by fax or in person to the Club at least 14 days before the date of use of the facilities. The applications will be processed on a first-come-first served basis. Applications for staging of International Events can be submitted one year prior to the proposed event date.

(3) Booking procedures for “priority” booking

(a) Applicants must submit the completed application forms by fax or in person to the Club at least 21 days before the date of use of the facilities. The applications will be processed according to the priority of applicants, i.e. outside bodies shall have priority over the use of facilities. If more than one application for the same session from outside bodies are received, the applications will be processed on a first-come-first-served basis.

(b) Players or Representative Squads of NSAs may submit application at least 28 days before the date of use of the facilities.

(4) Processing time

Applicants will be informed of their application results within 14 days upon receipt of the completed application forms. 21 days in the case of applications for staging international events.

(5) Methods of payment

By cheque to “ Indian Recreation Club ”.

(6) Terms and conditions of using the facilities

Applicants shall observe the Conditions for the Use of the Sports Facilities of the Club at Annex E.

(7) Fees and charges for Staging of International Events.

To be decided based on scale of the event.