

## Booking Request Form

**Thank you for your interest in the digital screening of "I and You".**

*Please note that this is not a live show; teachers/facilitators will be required to stream the programme for their students.*

<b>Company/School Details</b>	
<b>Company Name/School</b>	
<b>Name of Contact Person</b>	
<b>Designation</b>	
<b>Contact No.</b>	
<b>Email</b>	
<b>Mailing Address</b>	

<b>Programme Details</b>	
<b>Date</b>	
<b>Time</b>	
<b>Participants' Profile</b> <i>(Sec 1 – 5 etc.)</i>	
<b>Screening Mode</b> <i>(CCA/Assembly etc.)</i>	
<b>No. of Participants</b>	
<b>E-invoice through Vendors@Gov</b> <i>(For schools only)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Acknowledgement</b>		
I declare that all information provided in this request form is true and correct to the best of my knowledge. I have read the terms and conditions governing the booking and agree to it.		
<b>Signature</b>	<b>Company/School Stamp</b>	<b>Date</b>

## Terms & Conditions

**All Ticket Sales of "I and You" digital streaming are subjected to the following Terms & Conditions.**

### 1. Ticketing

- 1.1 The company's/school's booking is only confirmed when it has received an email confirmation from Gateway Arts Ltd. Once the booking has been confirmed, the company/school cannot reduce the quantity of Tickets in the event the actual attendance is less than the number of Tickets purchased.
- 1.2 Each Ticket accounts for one student participating in the programme; teachers and other facilitators are not required to purchase a Ticket. If there are more students participating than what was originally stated in the booking form, the company/school has to inform Gateway Arts Ltd and the additional students will be billed accordingly.
- 1.3 Tickets are non-transferable. The resale of Tickets at any price is prohibited. Gateway Arts Ltd reserves the right to cancel any Tickets that have been transferred or resold and to deny such Ticket Holder entry.
- 1.4 The company/school agrees not to allow any person other than a Ticket Holder to gain unauthorised access to the web stream, and not to disclose to any third party any user IDs, passwords, website links, and other codes and access procedures, issued and/or designated for use by Gateway Arts Ltd in order to access the web stream.
- 1.5 Singapore law shall govern the sale of all Tickets and the company/school agrees to submit to the exclusive jurisdiction of the Singapore courts.

### 2. Payment, Postponement & Cancellation

- 2.1 Payment has to be made to Gateway Arts Ltd within 30 days after the programme has been conducted.
- 2.2 In the event of tightened safe distancing measures due to Covid-19 community spread in which the company/school is required to conduct home-based learning, Gateway Arts Ltd may allow the postponement of the programme within six months from the original dates.
- 2.3 If the company/school cancels the booking at least 30 days before the programme commencement date, there will not be any cancellation charges.
- 2.4 If the company/school cancels the booking less than 14 days from the programme commencement date, there will be a penalty of 25% of the programme fee.
- 2.5 If the company/school cancels the booking less than 2 days from the programme commencement date, there will be a penalty of 50% of the programme fee.

### 3. Waiver of Liability

- 3.1 The company/school ability to access the web stream, and the quality of the web stream, are dependent on the web stream service provider, your network service provider, Internet traffic and other factors beyond the control of Gateway Arts Ltd; and
- 3.2 Gateway Arts Ltd will not be responsible or liable for any problems or issues the company/school may have in accessing the web stream.
- 3.3 The company/school voluntarily assumes all risk and danger incidental to the programme whether occurring prior to, during or subsequent to the actual programme, including any death, personal injury, loss, damage or liability.

#### 4. Reservation of Rights

4.1 Gateway Arts Ltd may add, withdraw or substitute artists and/or vary advertised programmes, event times, post-show personnel without prior notice.

4.2 Gateway Arts Ltd may postpone, cancel, interrupt or stop the programme due to adverse and dangerous situations, stricter advisories and tighter measures on COVID-19, or any other causes beyond his reasonable control.

4.3 Any complaints regarding the programme will be directed and dealt with by Gateway Arts Ltd.

#### 5. Use of Personal Data

5.1 Gateway Arts Ltd may use the company's/school's or Ticket Holder's image or likeness in any live or recorded video display, photograph or picture.

5.2 The company/school consents to personal data being collected, used and retained by Gateway Arts Ltd for the purposes of processing, administering and managing this booking.

#### 6. Intellectual Property

6.1 The company/school agrees that you will not record, reproduce, copy, distribute, or disseminate any Service being streamed, or any part thereof, in any form or by any means without prior written consent from Gateway Arts Ltd, or otherwise infringe any person's intellectual property rights (including copyrights and trade mark rights).

<b>For Official Use</b>	
<b>Date Received</b>	
<b>Processed By</b>	
<b>Unit Price</b>	
<b>No. of Participants</b>	
<b>Total Amount</b>	
<b>Remarks</b>	