

## Booking Request Form

**Thank you for your interest in the live performance of "I and You".**

*Please note that this is a live show; all participants will be required to attend the live performance at Gateway Theatre's Black Box.*

<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>No of Tickets</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" live performance are subjected to the following Terms & Conditions.**

### 1. Ticketing

- 1.1 The company/school's booking is only confirmed when it has received an email confirmation from Gateway Arts Limited ("Gateway Arts"). 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 participant; teachers and other facilitators are required to purchase a Ticket. If the company/school requires additional tickets, it will be subject to availability.
- 1.3 Tickets are no-transferable. The resale of Tickets at any price is prohibited. Gateway Arts reserves the right to cancel any Tickets that have been transferred or resold and to deny such Ticket Holder entry.
- 1.4 All admissions are subjected to tickets being produced at the entrance. Latecomers will not be admitted until a suitable break (if any) in the performance.
- 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 within 30 days after the programme has been conducted.
- 2.2 Tickets sold are non-refundable.
- 2.3 Refunds are granted only to performances that have been cancelled. Refunds are not applicable to postponed performances.

### 3. Waiver of Liability

- 3.1 Gateway Arts/Venue Owner and its agents and employees shall not be liable for any death, personal injury (unless such death or personal injury was caused by the negligence of the Venue Owner or its agent and employees), loss or damage however caused while in the venue, nor are they liable for any complaint, claim, refund, or exchange for any reason whatsoever, including without limitation, cancellation or postponement of shows and/or performances.
- 3.2 The company/school voluntarily assume all risks and dangers incidental to the event whether occurring prior to, during or subsequent to the actual event, including any death, personal injury, loss, damage or liability.

### 4. Reservation of Rights

- 4.1 Gateway Arts/Venue Owner may add, withdraw or substitute artists and/or the advertised details for an event, seating arrangements and audience capacity without prior notice.
- 4.2 Gateway Arts/Venue Owner may postpone, cancel, interrupt or stop the event due to adverse weather conditions, dangerous situations, or any other cause beyond his reasonable control.
- 4.3 Any complaints regarding the programme will be directed and dealt with by Gateway Arts/Venue Owner.

4.4 Gateway Arts shall be entitled to vary, amend and/or otherwise change these terms and conditions at any time without prior notice.

5. Use of Personal Data

5.1 The company/ school consent to Gateway Art to broadcast, publish, license and use any photographs, films, recordings or images of the participants without compensation.

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

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