**Appendix 2**

For WKCDA (E)

Date of Receipt:  
Booking no.: EM2025\_

**To: West Kowloon Cultural District Authority  
Learning and Participation (Performing Arts)**

**Email:** [**learning@wkcda.hk**](mailto:learning@wkcda.hk)

**Tea House Student Matinees (English)**

**(the “Programme”)**

**School Booking Form**

1. **School Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Teacher-in-charge and school contact information** | | | | | |
| Name |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Title / Subject |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Phone |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mobile |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **School general contact information** | | | | | |
| Phone |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Fax |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Address |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

1. **Programme Date Selection** (Refer to Appendix 1)

|  |  |
| --- | --- |
|  | Date |
| 1st Choice | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2nd Choice | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3rd Choice | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Number of Participants**

|  |  |  |
| --- | --- | --- |
| Total no. of students (Grade/Year) | Total no. of  teaching staff\* | Total no. of  participants\*\* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Students must be supervised at all times (at least 1 member of teaching staff for every 10 students).

\*\*Minimum number of participants is 20. Maximum capacity per show is 144. The West Kowloon Cultural District Authority reserves the right to make the final decision on the number of participants in the Programme.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of teacher-in-charge: |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Official school stamp: |
| Signature of teacher-in-charge (for and on behalf of the school): |  |  |  |
| Date: |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

For enquiries, please contact the Learning and Participation Team at (852) 2200 0872 or email [learning@wkcda.hk](mailto:learning@wkcda.hk) .

**West Kowloon Cultural District Authority**

**Tea House Student Matinees (English) (“Programme”)**

**Terms and Conditions**

1. **Terms and Conditions** 
   1. These Terms and Conditions shall form a contract (“Contract”) between the participating school (“school”) and the West Kowloon Cultural District Authority (“WKCDA” or “WestK” or we) in respect of the school’s booking of the event under the Programme.
   2. The Standard Terms and Conditions for sale of entertainment tickets (“Standard Terms and Conditions”) of WKCDA (<https://www.westk.hk/en/whats-on/ticketing/terms-and-conditions>) shall also form part of the Contract unless otherwise stated in these Terms and Conditions. In case of any inconsistency between the Standard Terms and Conditions and these Terms and Conditions, these Terms and Conditions shall prevail.
2. **Event Booking**
   1. The school shall book the event of the Programme at least 1 month in advance. The school shall submit the School Booking Form in this Appendix 2 (“Booking Form”) to Learning & Participation (Performing Arts) of WKCDA by email to [learning@wkcda.hk](mailto:learning@wkcda.hk).
   2. Upon receipt of the Booking Form , we will contact the teacher-in-charge within 7 working days.
   3. Booking requests will be arranged on a first come, first served basis according to the preference listed in the Booking Form.
   4. Once the booking is confirmed, a confirmation email with the Booking Confirmation Slip will be sent to the teacher-in-charge. The school’s representative shall sign and return the Booking Confirmation Slip.
   5. Upon receiving the signed Booking Confirmation Slip from the school, we will issue the invoice for the booking. The school shall settle payment of the amount by the due date set out in the invoice, which should be within 3 weeks of the issue date of the invoice.
   6. Payment should be settled by cheque payable to “West Kowloon Cultural District Authority”. WKCDA reserves the right to release the selected timeslot to other schools if payment is not settled by the due date stated in the invoice.
   7. Once the school has signed and returned the Booking Confirmation Slip, it will not be permitted to make any changes to the event booking for the Programme.
3. **Cancellation / Rescheduling** 
   1. If the school decides to withdraw from the Programme after the Booking Confirmation Slip is signed and returned by the school and the payment made by the school, the school shall inform WKCDA promptly and no rescheduling of event and refund of the payment made by the school will be arranged by WKCDA.
   2. If the Programme is cancelled due to the following circumstances, subject to WKCDA’s resource availability and scheduling constraints, the Learning and Participation Team of WKCDA will liaise with the teacher-in-charge to explore the possibility of rescheduling the event within the same school term of the academic year in which it was originally scheduled:-
4. Class suspension is announced by the Education Bureau (including but not limited to suspension caused by adverse weather conditions);
5. Any force majeure events, including but not limited to events due to acts of God, strikes, lock-outs, acts of war, acts of government, civil disorders, outbreak of disease, epidemic or any other events that are not within the reasonable control of WKCDA or the school.
   1. If rescheduling of event within the same school term cannot be arranged by WKCDA, WKCDA will arrange full refund to the school.
   2. WKCDA reserves the right, at its sole discretion, to amend the content, venue, date and time of the event of the Programme at any time with reasonable notice to the school without cause.
6. **Safety Disclaimer**
   1. A set of Hong Kong-style snacks and bottled tea (provided by a licensed food vendor in Hong Kong) will be served to each participant during the event of the Programme. The school shall indicate the number of sets of Hong Kong-style snacks and bottled tea required in the Booking Confirmation Slip.
   2. Participants with food allergies are solely responsible for assessing their health conditions and the suitability of the food and beverages provided to them during the event of the Programme. WKCDA shall not be liable for allergic reactions, health issues, or any risks associated with the consumption of food and beverages provided to them during the Programme.
   3. As there are no baggage storage facilities at the Xiqu Centre, students are advised not to bring valuable, bulky or heavy items. All participants shall be responsible for their personal belongings and safety during their participation of the event of the Programme. Participants are advised to wear comfortable clothing and flat shoes.
   4. All participants attend the event of the Programme at their own risk. WKCDA shall not be liable for any injuries caused to the participants, or any loss or damage caused to the personal belongings of the participants, whether caused by WKCDA or for any other reason, to the extent permitted by law. The teaching staff or other staff of the school attending the event of the Programme shall be fully responsible for the health and safety of the participants throughout the event of the Programme, and shall ensure that the students behave appropriately and refrain from causing annoyance and/or disturbance to the others. The school agrees to procure consent from the student participants, their parents or guardians, and teachers to agree that no claims will be made against WKCDA or its staff for any injuries caused to the participants, or any loss or damage caused to the personal belongings of the participants during their participation of the event of the Programme, to the extent permitted by law. The school may arrange suitable insurances are in place to cover risks and losses in respect of the Programme (including but not limited to Public Liability Insurance, Group Personal Accident Insurance, Property All Risk Insurance) for the participants at their own cost.
7. **Collection and Handling of Personal Data**
   1. The school shall procure and obtain the written consent of accompanying teachers and parent or legal guardians of the student participants to authorise WKCDA to use their personal data only for the processing of their registration for the Programme and conducting the Programme.
   2. WKCDA is committed to ensuring that all personal data is handled in accordance with the Personal Data (Privacy) Ordinance, Cap 486 of the Laws of the Hong Kong Special Administrative Region (“PDPO”). Any personal data provided to WKCDA for the purposes of this Programme will be used for purposes of this Programme only and the relevant data subjects shall have the right of access and correction of his/her personal data as provided for by PDPO. A copy of the Personal Information Collection Statement is attached at Schedule 1.
8. **Programme Enquiries**

Learning and Participation Team (Performing Arts)

Tel: (852) 2200 0872 Email: [learning@wkcda.hk](mailto:learning@wkcda.hk)

**Schedule 1**

**PERSONAL INFORMATION COLLECTION STATEMENT**

* 1. Individual personal data provided under this Programme will be used for the purposes of this Programme only.
  2. You will be taken to have agreed to, and to have obtained from each individual whose personal data is provided for the purposes of this Programme his/her consent for disclosure of such personal data to WKCDA and by WKCDA to such Government Departments and Bureaux and the Legislative Council which may have an interest or right in respect of the overseeing and the governance of WKCDA whether pursuant to the West Kowloon Cultural District Authority Ordinance (Cap. 601) or pursuant to any other ordinance, regulation, by-law, or statutory rule.
  3. An individual to whom personal data belongs or any person authorized by him/her has the right of access and correction with respect to the individual’s personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the PDPO. The right of access includes the right to obtain a copy of the individual’s personal data provided for the purpose of this Programme.
  4. Enquiries concerning the personal data collected for the purpose of this Programme, including the making of a request for access and corrections should be addressed to the Learning and Participation Team (Performing Arts) by email at learning@wkcda.hk.