

Apply for the “Chinese Lantern DIY Workshop @ Home”

### Application Form

Please submit the completed application form via email to [katrina.wong@wkcd.hk](mailto:katrina.wong@wkcd.hk) on or before 10 January 2023 (Tue). For enquiries, please contact Ms Katrina Wong at 2200 3620.

#### A. Organisation/ School Details

(unless otherwise specified,  applicable boxes)

<b>Organisation/ School Name</b> :		(Chinese)	
		(English)	
<b>Organisation/ School Address</b> :		(Chinese)	
		(English)	
<b>Remarks</b> :	<b>(Lantern DIY Kits will be delivered by post, please specify special arrangement required, if any)</b>		
<b>Participants</b> (Multiple Selection Allowed) :	<input type="checkbox"/> People with disabilities	<input type="checkbox"/> People without disabilities	<input type="checkbox"/> Ethnic Minorities
<b>Activity Contact Person</b> :	<b>Title:</b>		
<b>Contact Number</b> :	(Office)	(Mobile)	
<b>Contact Email</b> :			

#### B. Requested Quantity for the Lantern DIY Kits

<b>Quantity</b> :	
	<b>(The maximum quantity each organisation/ school can apply for is 40, actual Lantern DIY Kits offered depends on the number of organisations/ schools applying for the programme)</b>

Remarks:

1. Participating organisations/ schools must share activity/ product photos (3 – 5 selected photos) with the Authority via email on or before 31 January 2023.
2. Activity details are subject to change. The Authority reserved the rights for change and cancellation of the activity.

### C. Declaration

I declare that the information shared in this application form is accurate. I have read and agree to all the terms and conditions listed on the application form.

Name: _____	Signature: _____
Title: _____	Organisation/ School Chop: _____
Date: _____	_____

**Collection of Personal Data:** Personal data shared in this application form will be used by the West Kowloon Cultural District Authority in the administration and communication of the Programme. Please click here (<https://www.westkowloon.hk/en/privacy>) for the full Privacy Policy.

Please check this box if you do not wish to receive latest news and other promotional messages from the West Kowloon Cultural District.

#### **Points to Note:**

1. Application Arrangement:
  - 1.1. The West Kowloon Cultural District Authority (The Authority) will contact the organisation/ school via email/ phone to confirm the receipt of the application form in 5 working days;
  - 1.2. Limited quota is available; organisations/ schools will be selected on a first-come-first-served basis, with a priority given to organisations/ schools in Yau Tsim Mong District. The actual number of Lantern DIY Kits offered to each organisation/ school will be subject to the enrolment response;
  - 1.3. If the number of applications received exceeded the number of quota available, organisations/ schools will be selected based on the arrangement listed in 1.2
  - 1.4. The Authority will be sending out "Confirmation Email" to successfully registered organisation/ school to confirm the participation.
2. Participating organisations/ schools must share activity or product photos (3 – 5 selected photos) with the Authority via email on or before 31 January 2023.
3. Materials included in the Lantern DIY Kit may vary, the kits will be randomly distributed and photos are for reference only.
4. Organisation/ school must provide accurate mailing address, contact number and contact point.
5. If the Lantern DIY Kit is damaged during the mailing process, a return will not be arranged.
6. The Authority reserves all right to the event.
7. In case of disputes, the Authority reserves the rights of final decision, including changing of the activity's details and its terms and conditions.