

申請在香港規劃及基建展覽館拍攝外景

Application for Location Filming in the Hong Kong Planning and Infrastructure Exhibition Gallery

1. 申請者資料

Details of the Applicant

公司名稱：

Name of Company _____

地址：

Address _____

負責人姓名：

Name of Officer-in-charge _____

職位：

Position _____

聯絡電話號碼：

Contact Tel. No. _____

傳真號碼：

Fax No. _____

2. 拍攝詳情

Particulars of Filming

影片/節目名稱：

Name of the Film/Programme _____

擬拍攝的日期及時間：

Proposed Filming Date and Time _____

擬在展覽館內進行拍攝的確實位置：

Exact Filming Area in the Gallery

拍攝用途：

電影 / 電視 / 網上節目 / 廣告 / 推廣 / 檔案記錄 / 公共事務 / 記錄片 / 教育*

Purpose of Filming :

Film / TV / Internet Programme / Advertising / Promotional / Archival / Public Affair /
Documentary / Educational*

拍攝程序：

Filming Schedule :

抵達時間：

Arrival Time

設置佈景時間：

Set-up Time

拍攝時間：

Shooting Time

離開時間：

Departure Time

取景片段及活動的簡要說明：

Brief Description of the Scene & Activities

(請附上拍攝片段的詳細劇本/情節，以供參考)

(Please attach the full scripts/storyboard of the scenes and film for reference)

* 請刪去不適用者

Delete as appropriate

播映程序：

Broadcasting Schedule :

日期：

Date : _____

時間：

Time : _____

頻道/網址：

Channel/Website _____

拍攝隊人數：

Size of Filming Crew _____

器材詳情：

List of the Filming Equipment _____

3. 承諾書

Undertaking

申請如獲批准，本人以申請公司授權人身分，聲明同意嚴格遵守展覽館的一般使用規條及依照本表格上所填寫的資料進行拍攝。

If this application is approved, I, being the Company's authorized person, hereby declare that I agree to strictly abide by the General Conditions Relating to Location Filming in the Hong Kong Planning and Infrastructure Exhibition Gallery and conduct the filming according to the information given in this application.

簽署：

Signature _____

姓名 (以正楷填寫)：

Name (in Block Letters) _____

機構/公司蓋章：

Organization/Company Chop

日期：

Date _____

備註：

- 申請公司必須在拍攝日期前最少 7 個工作天遞交拍攝外景申請表格。表格內任何經修改的資料須簽名確認。
- 以上資料只作處理申請拍攝外景之用。

Notes :

- The applicant shall submit the filming application at least 7 working days prior to the date of filming. Any amendments to the application form must be initialed.
- The above information is for processing the application for location filming only.

**General Conditions for Location Filming in
The Hong Kong Planning and Infrastructure Exhibition Gallery**

1. No location filming is allowed without the written approval of the Planning Department (PlanD).
2. The Applicant Company (referred to as the Company) shall restrict the use of the facility for the purpose stated in the application form during the permitted period of use and take all necessary precautions to ensure that such location filming will not cause any danger or personal injury to any persons or damage to the property of the Hong Kong Planning and Infrastructure Exhibition Gallery (the Gallery) or any persons.
3. The Company shall not film or record or portray anything which might bring PlanD or the Government of the Hong Kong Special Administrative Region (HKSAR) into disrepute, or which might associate the facility with illegal or immoral activities, or which might contain any immoral, illegal, defamatory or political materials.
4. No obstruction shall be caused to anyone using the Gallery or any part thereof and/or any staff of the Gallery or any public officer on duty there.
5. There shall not be any close-up shots of individual visitors, staff of the Gallery or exhibits which have not been approved for shooting.
6. No explosives or dangerous goods are allowed to be used during the shooting in the Gallery.
7. No smoking is allowed in the Gallery.
8. All relevant by-laws and conditions governing the conduct of the general public in the property and directions given by the staff of the Gallery shall be strictly observed and followed.
9. The Company shall be liable for any damage to the property of the Gallery or injury to members of the public, or the occupants of the Gallery whether they be staff, tenants, visitors, invitees or licensees, or to members of the filming party, arising from or in connection with the location filming.
10. The Company shall indemnify the Government of the HKSAR against all actions, claims and demands by any person who sustains or suffers any loss, damage, injury or death in the filming area arising from or in connection with the location filming activities.
11. The Company shall effect a public liability insurance at its own expense in the joint names of the Government of the HKSAR and the Company, with terms and conditions to

be approved by PlanD.

12. The Company shall keep the shooting area clean and tidy, and upon leaving the venue, deliver the venue in a clean and tidy condition to the satisfaction of PlanD.
13. Members of the filming party must wear passes for easy identification.
14. A complimentary copy shall be sent to the Gallery for record if the images of exhibits or any part of the Gallery are selected to be published or reproduced for any kinds of publications, such as books, CD, etc.
15. The Company shall not, without prior written approval of PlanD, use any of the film shots in any film other than that stated in the application.
16. The Company shall give due acknowledgement to the Gallery in the Company's publicity materials and the relevant films and publications.
17. The Gallery reserves the right to impose at any time additional conditions on the use of the facility by the Company and the same shall be binding on the Company.
18. This application only covers the use of the Gallery for location filming. The Company is responsible for obtaining all the necessary licences, permits or permissions for production of the film from the relevant authorities.
19. If the Company fails to observe any of the conditions set out herewith, or if PlanD should require to take over the Gallery for PlanD's own use during the permitted period of use, or if PlanD considers not suitable for location filming during the permitted period of use for whatever reason as appropriate, PlanD shall be entitled to withdraw the permission to use the venue without giving any prior notice and without incurring any liability to pay the Company any direct or indirect damages. The hiring charges, if already paid, would be refunded on pro-rata basis in such circumstances.

Signature : _____

Name & Position : _____

Date : _____

Official Company Chop : _____