

**Application for Location Filming  
at Property Managed by Trade and Industry Department**

To : Trade and Industry Department [Attn. : DDS (Finance & General)]

Fax No. : 2787 7422

No. of Pages : \_\_\_\_\_ (including this sheet)

**Details of Applicant**

Name of Company : \_\_\_\_\_

Business Address : \_\_\_\_\_

: \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_

Post of Contact Person : \_\_\_\_\_

Contact Telephone No. : \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

Fax No. : \_\_\_\_\_

**Details of Filming Operation**

1. Date and Time (please provide up to 3 choices) :

(i) \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

(ii) \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

(iii) \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

2. Filming location (please attach detailed location plan and specify the exact location where filming operation will take place, e.g. Customer Service Centre, 2/F) :

\_\_\_\_\_

\_\_\_\_\_

3. Number of filming crew, including production staff and actors/actresses (please provide a list of names):

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\_\_\_\_\_

4. Anticipated size of crowd to be attracted :

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5. Use of Government personnel, equipment, water supply, power supply or other resources (please provide full details) :

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6. Types and number of equipment and tools to be used :

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7. Details of the use of any explosives and/or inflammable materials, guns, ammunition and other types of weapon for filming operations:

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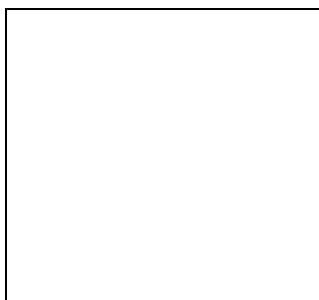
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8. Alteration and re-instatement of works to the Property (please provide full details) :

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***I have read and fully understood the “Guidelines on Application for Location Filming at Property Managed by Trade and Industry Department” (the Guidelines). I confirm that I agree to observe all the conditions set out in the Guidelines.***



Signature of Applicant : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_

Position in Company : \_\_\_\_\_

(Company Chop)

Date : \_\_\_\_\_

## **Guidelines on Application for Location Filming at Property Managed by Trade and Industry Department**

1. The following public service areas of this Department are available for location filming :
  - the Support and Consultation Centre for Small and Medium Enterprises on M/F, Trade and Industry Department Tower; and
  - the Customer Service Centre on 2/F, Trade and Industry Department Tower.
2. We will accept filming from 9 a.m. to 6 p.m. on Saturdays, Sundays and public holidays.
3. This application form should reach the Administration Branch of Trade and Industry Department, Trade and Industry Department Tower, 700 Nathan Road, Kowloon [Attn. : DDS (Finance & General)] **at least 7 working days in advance** of the proposed filming date. Application with short notice may be rejected or result in delay to the filming date.
4. The following information shall be provided for processing application :
  - (a) name of Company, organisation and responsible person together with address and contact details;
  - (b) date, time and duration;
  - (c) a synopsis of the film has to be submitted with the following information identified :-
    - nature of the film concerned;
    - the main theme of the film's story;
    - description and relevant script of the scenes to be shot on the venue;
    - intended film category (i.e. Category I, IIA, IIB or III);
    - the exact location of the location filming; and
    - any indecent scene such as sex assault, gang fight, blood shed;
  - (d) number of working members on site;
  - (e) types and number of equipment, tools to be used;
  - (f) use of explosives, guns and ammunition, other type weapons such as axes, choppers, long knives;
  - (g) anticipated size of crowd to be attracted; and
  - (h) any need for the use of government personnel, equipment, electricity, water and other resources should be clearly stated.

This application may not be considered if the applicant fails to provide all information as requested.

5. A charge of **HK\$4,610 for the first four hours or part thereof** and **\$1,060 for each subsequent four-hour block**, and a refundable deposit of equal amount are to be paid in advance of the filming. The charge does not include provision of any appliances, equipment or personnel but is inclusive of Government's administrative and supervisory

overheads. The amount of the charge will be subject to periodic review. If extra Government personnel or equipment is required to take part in the production, the actual cost plus 20% overheads will be recovered.

6. If the application is acceptable to this Department, the applicant/company is required to sign an agreement to indemnify this Department for the provision of service and also pay the charges and deposit before the filming can take place. The applicant is required to pay the fee and the deposit no less than 4 working days before the filming.
7. Should the actual duration of the filming exceed the permitted time period, the applicant/company is liable to pay extra fee due.
8. Refund of deposit will be arranged within 7 working days after the date of filming on condition that all the terms set out in this guidelines are duly observed and performed.
9. For cancellation of the proposed filming, the fee is only refundable if this Department receives a written request no less than 72 hours before the scheduled commencement time of filming. In this case, refund of the fee (less cost already incurred, if any) and the deposit will be arranged within 7 working days after the date on which such request is received.
10. We would not normally entertain request to alter the renovation of our office premises or move furniture/equipment around when the shooting takes place. The applicant/company shall not, without the prior written approval of this Department, erect any fixtures or fittings in the Property. In any event, the applicant is required to reinstate our office to its original conditions immediately afterwards.
11. The applicant/company may be required to pay an additional charge for any alteration and reinstatement works to the Property.
12. No damage shall be caused to the Property.
13. Lighting of fire or the use of fireworks, explosives, inflammable materials and any pyrotechnic materials are strictly prohibited.
14. The applicant/company shall not cause or permit onlookers to cause any nuisance, disturbance or inconvenience to the activities at the Property of this Department or to the public.
15. The applicant/company shall not allow any parties / persons other than those permitted by this Department to enter or use the Property.
16. The applicant/company shall restrict the use of the Property 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 or damage to the Property of this Department or any other persons.
17. No parking can be provided.

18. The name of the Property of this Department shall not be identified unless specific written permission is first sought and obtained.
19. The nature of the film shall not be a cause of embarrassment to either the Government of the Hong Kong Special Administrative Region, or the Property itself or any of its occupants whether they be tenants or their visitors or other invitees or licensees, nor should it offend the laws of Hong Kong or be of immoral, defamatory or political favour.
20. The applicant/company shall upon its leaving the Property or upon the expiry of the permitted period of use removed at its own cost all its equipment, fittings and fixtures from the Property and deliver up the Property in a clean, hygienic and tidy condition to the satisfaction of this Department. Otherwise, the applicant/company shall indemnify this Department for the cost of such removal or delivery from the deposit and settle the outstanding amount.
21. The applicant/company shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expenses, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the filming operations or activities in or about the Property and is due to any negligence, omission or default of the company or any person for whom the company is responsible.
22. The applicant/company shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expenses, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the filming operations or activities in or about the Property.
23. This application only deals with temporary occupation of the Property and applicants should make their own arrangements to obtain any necessary license/permit from the appropriate authorities in respect of the film shooting.
24. The permission for the use of the Property does not imply a tenancy of whatsoever nature in the applicant's / company's favour. This Department shall have unimpeded access to the Property at all times during the permitted period of use.
25. This Department reserves the right to withdraw its permission for the use of the Property and/or other Government resources without giving prior notice and without incurring any liability to pay the applicant/company damages if :-
  - the applicant/company fails to observe the conditions stipulated in this Guidelines or as otherwise prescribed by this Department; or
  - in case of emergency as warranted by the circumstances.

The filming charge paid would then be refunded on a pro-rata basis.

26. For correction of or access to personal data after submission of the application, please contact DDS (Finance & General) at Room 911, Trade and Industry Department Tower, 700 Nathan Road, Kowloon (Tel. No. 2398 5313).