

Auxiliary Medical Service
Application for Location Filming

1. Name of Applicant : _____ HKIC No. : _____
2. Name of Company : _____
3. Business Address : _____

4. Contact Tel. No. : _____ Fax : _____
5. Filming Location : _____

6. Filming date / time / : _____
duration _____
7. Description of : _____
scenes and _____
activities _____
8. No. of participants : _____
9. No. of crew members : _____
and vehicles (types _____
& registration no.) _____
10. Use of power supply or any other utilities (please provide full details, e.g. type and number of equipment requiring power supply) / Any need for the use of government personnel and equipment.

11. Details of the use of any explosives and / or inflammable materials for filming operations.

12. Alteration and reinstatement works to property required (please give full details), charges for the alteration and reinstatement works may be required.

A synopsis of the film is attached. [Please identify (i) the scenes where the location filming is proposed to take place in the government property concerned and provide the description of the scenes to be shot there (ii) the nature of the film (iii) intended film category (category I, II of III)].

The applicant / company understands the charges for the proposed location filming is based on the rate quoted in the general guideline (copy attached) and I accept the terms & conditions stipulated in the general guidelines.

(Company Chop)

Signature of Applicant : _____

Name in Block Letters : _____

Position in Company : _____

Date : _____

Note : (i) This application form should be returned to Chief Staff Officer (Attn: Operations & Training Officer (Logistic & Support)), Auxiliary Medical Service, 81 Princess Margaret Road, Homantin, Kowloon.

(ii) Please submit an application 7 clear working days in advance of the proposed filming date.

Guidelines on Application for Location Filming in Auxiliary Medical Service Areas and Premises

1. Application should be made by completing the Application Form for Location Filming.
2. The application should reach Chief Staff Officer (Attn: Operations & Training Officer (Logistic & Support)), Auxiliary Medical Service, 81 Princess Margaret Road, Homantin, Kowloon, at least 7 clear working days in advance of the proposed filming date. Application with short notice may be rejected or result in delay to the filming date.
3. Information regarding :
 - (a) Name of company, organization and responsible person together with address, telephone / fax no.;
 - (b) The main theme of the film's story and the description of the scenes to be shot on the venue;
 - (c) Nature of the film;
 - (d) Exact location of the location filming;
 - (e) Date, time and duration;
 - (f) Number of working members on site;
 - (g) Number of equipment, tools to be used;
 - (h) Use of explosives, guns and ammunition, other type of weapons such as axes, choppers, long knives;
 - (i) Any indecent scene such as sex assault, gang fight, blood shed;
 - (j) Anticipated size of crowd attracted; and
 - (k) Any need for the use of government personnel equipment electricity, water and other resources should be clearly stated.
4. A charge of \$6,640 for the first four hours or part thereof and \$1,890 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. However, if extra Government personnel or equipment is required to take part in the production, the actual cost plus 20% overheads will be recovered.

5. If the application is acceptable to this Service the applicant / company is required to sign an agreement to indemnify this Service for the provision of service and also pay the charges and deposit before the filming can take place.
6. Refund of deposit will be arranged within 7 working days after the event if there is no damage to the premises and facilities.
7. Approval of the application will be subject to the exigency of this Service.
8. No damage shall be caused to the Property.
9. The applicant / company shall not cause or permit to cause any nuisance, disturbance or inconvenience to the activities at the Property of this Service or to the public.
10. The applicant / company shall not, without the prior written approval of this Service, erect any fixtures or fittings in the Property.
11. The applicant / company shall upon its leaving the Property or upon the expiry of the permitted period of use as the case may be removed at its own cost all of 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 Service. If the applicant / company does not fulfil the requirement of this paragraph, the applicant / company shall indemnify this Service for the costs of such removal or delivery from the deposit and settle the outstanding amount.
12. 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 Service or any other persons.
13. The applicant / company shall not allow any parties / persons other than those permitted by this Service to enter or use the Property.
14. The name of the Property of this Service shall not be identified unless specific permission is first sought and obtained.
15. The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administrative Region, nor shall it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.

16. Lighting of fire or the use of fireworks, explosives and any pyrotechnic materials are strictly prohibited.
17. The application only deals with the 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.
18. The permitting of the use of the Property is personal to the application / company and there is no intention on the part of this Service to create a tenancy of whatsoever nature in the applicant / company's favour. This Service shall have unimpeded access to the Property at all times during the permitted period of use.
19. The applicant / company shall follow the directions and instructions of the staff of this Service.
20. If the applicant / company shall fail to observe any of the conditions set out above or as otherwise prescribed by this Service, or if this Service should require to take over the Property for its own use during the permitted period of use, this Service shall be entitled to withdraw the permission to use the Property without giving any prior notice and without incurring any liability to pay the applicant / company any direct or indirect damages. The charges paid would be refunded on pro-rata basis in such circumstances.
21. The personal data provided will be used for the purpose of processing applications for location filming in the Auxiliary Medical Service areas and premises and related matters. Such data may be provided to other departments / agencies for purposes relating to location filming.
22. Your application may not be considered if you fail to provide the information as requested.
23. For correction of or access to personal data after submission of the application, please contact Operations & Training Officer (Logistic & Support) at Auxiliary Medical Service Headquarters, 81 Princess Margaret Road, Homantin, Kowloon. (Tel: 2762 2057; Fax: 2715 0245).