

**在起動九龍東辦事處轄下場地進行外景拍攝申請表**  
**Application for Location Filming on the Premises of Energizing Kowloon East Office**

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**申請人資料 Particulars of Applicant:**

公司名稱 Company Name : \_\_\_\_\_

公司地址 Company Address : \_\_\_\_\_

聯絡人 Contact Person : \_\_\_\_\_

職位 Position : \_\_\_\_\_

聯絡電話 Contact Tel. No. : \_\_\_\_\_ (辦公室 office) \_\_\_\_\_ (手提電話 mobile phone)

傳真號碼 Fax No. : \_\_\_\_\_ 電郵 E-mail : \_\_\_\_\_

**拍攝詳情 Shooting Details :**

製作名稱 \_\_\_\_\_ (中文)

Title of Production : \_\_\_\_\_ (English)

製作性質 Nature of Production : \_\_\_\_\_

導演姓名 Name(s) of Director(s) : \_\_\_\_\_

主要演員姓名 Name(s) of the Main Cast : \_\_\_\_\_

拍攝隊伍人數 Size of Crew : \_\_\_\_\_

所需拍攝場地 Location(s) Required : \_\_\_\_\_

拍攝日期及時間 Filming Date and Time :

\_\_\_\_\_ 由 from \_\_\_\_\_ 時 hrs 至 to \_\_\_\_\_ 時 hrs

\_\_\_\_\_ 由 from \_\_\_\_\_ 時 hrs 至 to \_\_\_\_\_ 時 hrs

\_\_\_\_\_ 由 from \_\_\_\_\_ 時 hrs 至 to \_\_\_\_\_ 時 hrs

有關場面及活動的說明 Description of the Scenes and Activities :

\_\_\_\_\_

\_\_\_\_\_

附件 Attachment : 故事大綱 Synopsis  是  否

劇本 Scripts  是  否

情節串連圖板 Storyboard  是  否

是否需要使用政府電力或任何其他公用設施？(請詳細列明需用電的設備種類和數目)Whether the use of Government power supply or any other utilities is required (please provide full details of the type and number of equipment(s) requiring power supply).

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**聲明 Declaration :**

我／我們已看過申請指引，現簽署示明同意起動九龍東辦事處可能訂下的所有條件。I/We have read the Guidance Notes and hereby sign to signify agreement to all the conditions that may be set out by EKEO.

授權簽署

Authorized Signature(s) : \_\_\_\_\_

姓名 Name(s) : \_\_\_\_\_

職位 Position(s) : \_\_\_\_\_

日期 Date : \_\_\_\_\_



(公司印鑑或圖章  
Company Seal or Chop)

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須在拍攝日期前最少 10 個工作天，將已填妥的申請表向起動九龍東辦事處提交。  
The completed form should be submitted to EKEO at least 10 working days before the filming.

# 申請在起動九龍東辦事處轄下場地進行外景拍攝的指引

## Guidance Notes on Application for Location Filming on the Premises of Energizing Kowloon East Office

### 1. 引言 Introduction

- 1.1 申請人向起動九龍東辦事處提交申請表前，須先細閱本指引。  
The applicant must read the Guidance Notes before submitting this application to the Energizing Kowloon East Office (hereinafter referred to as EKEO).
- 1.2 就本申請而言，外景拍攝包括電影拍攝、錄影及照片拍攝。  
For the purpose of this application, location filming includes the activities of film shooting, video shooting and photographing.

### 2. 申請程序 Application Procedure

- 2.1 申請人須遞交已填妥的申請表，以便提出申請。  
Application must be made in writing using the Application Form.
- 2.2 申請人須於擬拍攝日期之前至少 **10 個完整工作天**，向起動九龍東辦事處遞交申請表。  
The application should be submitted to EKEO at least **10 clear working days** in advance of the proposed filming date.
- 2.3 申請人須清楚填報詳細資料，以資證明。  
Information must be clearly stated and given in full in support of the application.

### 3. 費用 Charges

- 3.1 如申請進行的外景拍攝工作分段拍攝，則在申請獲批准後，申請人須就首 4 小時繳付費用\$6,640，並就隨後每 4 小時繳付\$1,890。如需政府額外提供人手參與拍攝，申請者須另付日常經費及行政費用。申請人亦須交出一筆為數相等於上述費用總額的按金，有關按金可獲發還。  
For an application that will involve brief session(s) of location filming, if and when the application is approved, a fee of \$6,640 will be charged for the first four hours and \$1,890 for each subsequent four-hour block. If extra resources from the Government are required to facilitate the application, the actual cost(s) plus overheads will be charged. A refundable deposit equivalent to the total amount of fees is also required.

### 4. 條件 Conditions

- 4.1 申請人須向起動九龍東辦事處賠償因外景拍攝導致的財物損毀或人身傷害的索償。  
The applicant is required to indemnify EKEO from all claims against EKEO and any damages to property and injuries to persons arising from the location filming.

- 4.2 就外景拍攝事宜，申請人須自行作出安排，向有關主管當局領取任何所需牌照／許可證。  
The applicant should make his own arrangements to obtain any necessary license/permit from the appropriate authorities in respect of the location filming.
- 4.3 嚴禁燃點火種或使用煙花、爆炸品及任何煙火物品。  
Lighting of fire or the use of fireworks, explosives and any pyrotechnic material is strictly prohibited.
- 4.4 申請人須遵照在場的起動九龍東辦事處授權人員(例如起動九龍東辦事處物業管理承辦商的職員)所發出的指引及指示。  
The applicant should follow the directions and instructions given on site by EKEO's authorized personnel(s) (e.g. staff of EKEO's property management contractor).
- 4.5 未經起動九龍東辦事處事先以書面批准前，申請人不得在有關政府物業內搭建任何固定裝置或設備，或對物業(包括物業內所有設備)作出任何改動。  
The applicant shall not, without the prior written approval of EKEO, erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.
- 4.6 申請人於離開該物業或許可使用期限屆滿時(視屬何情況而定)須：  
The applicant shall upon leaving the premises or upon the expiry of the permitted period of use as the case may be:
- (a) 自費將所有器材、設備及固定裝置搬離政府物業；  
remove at his own cost all its equipment(s), fitting(s) and fixture(s) from the Government premises;
  - (b) 使物業保持清潔、衛生及整潔，以起動九龍東辦事處滿意為準；以及  
Leave the premises in a clean, hygienic and tidy condition to the satisfaction of EKEO; and
  - (c) 倘若外景拍攝後留有任何道具或廢物，或對政府物業造成損壞，申請人必須悉數承擔任何費用，以及起動九龍東辦事處將會收取的日常經費及行政費用。  
If props, debris remained after the location filming and or damages have been caused to the Government premises, the applicant shall bear any costs in full plus overhead that EKEO will charge.
- 4.7 起動九龍東辦事處可於理據充分的情況下訂定額外條件。  
Additional conditions may be specified by EKEO when circumstances so justify.
- 4.8 對於是否批准申請，起動九龍東辦事處擁有絕對酌情決定權。  
Approval of the application will be at the absolute discretion of EKEO.