

在香港郵政範圍及處所內進行外景拍攝申請書
Application Form – Location Filming in Hongkong Post Areas and Premises

1. 申請公司資料

Particulars of Company

申請公司名稱： _____

Name of Company

地址： _____

Address

負責人姓名： _____ 職位： _____

Name of Officer-in-charge

Position

電話號碼： _____ 傳真號碼： _____

Tel. No.

Fax. No.

2. 拍攝詳情

Particulars of Filming

影片／節目名稱： _____

Name of the Filming/Programme

擬拍攝的日期及時間： _____

Proposed Filming Date and Time

確實位置： _____

Exact Location

拍攝用途： 商業／廣告／推廣／檔案記錄／公共事務／記錄片／教育*

Purpose of Filming: Commercial / Advertising / Promotional / Archival / Public Affair /
Documentary / Educational *

拍攝程序： 抵達時間： _____

Filming Schedule: Arrival

設置佈景時間： _____

Setting up

拍攝時間： _____

Shooting

離開時間： _____

Moving out

取景片段及活動的簡要說明： _____

Brief Description of Scene & Activities

(請將有關拍攝片段的劇本／情節一併附上，以供參考)

(Relevant part of scripts/storyboard of the scenes being shot should be attached for our reference.)

* 請刪去不適用者

Delete where inappropriate

播映程序詳情： 日期： _____ 時間： _____
 Broadcasting Details: Date _____ Time _____
 頻道： _____
 Channel _____

導演、演員及工作人員名單： _____
 Name List of Director, Artist and Crew _____

_____ 拍攝隊人數： _____
 _____ Size of Filming Crew

器材詳情： _____
 Equipment List _____

3. 承諾書 Undertaking

這項拍攝申請如獲批准，本人以申請公司授權人身分，聲明同意嚴格遵守載於附件（PRSO05-A）內所有有關申請在香港郵政範圍及處所內進行外景拍攝指引的條款及細則。

If approval is given to this filming application, I, being the Company's authorized person, hereby declare that I agree to strictly abide by all the terms and conditions set out in the guidelines on application for location filming in Hongkong Post areas and premises as attached in Appendix (PRSO05-A).

簽署： _____
 Signature

姓名： _____
 Name

機構蓋章： _____
 Organization Chop

日期： _____
 Date

備註：請將申請書寄回香港中環康樂廣場 2 號香港郵政總局 2M01 室助理經理（公共關係）收。如有任何查詢，請電 2921 2590。

Note: Application form should be mailed to Assistant Manager (Public Relations) at 2M01, Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong. For enquiries, please contact 2921 2590.

Guidelines on Application for Location Filming in Hongkong Post Areas and Premises

I. Application Procedures

1. Application should be made by completing the Application Form for Location Filming (PRS005-F).
2. The application form and all the required documents should reach Assistant Manager (Public Relations) at 2M01, Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong at least 5 working days in advance of the proposed filming date. Application with short notice may result in delay to the filming date.
3. Information regarding the exact location of the filming site, name of personnel participating the scenes to be taken, nature of activities and the story of the film should be clearly stated.

II. Charges

1. If this application is approved, a fee of \$6,640 the first four hours or part thereof and \$1,890 for each subsequent four-hour block or part thereof (subject to revision to be notified at the time of application) and a refundable deposit of equal amount have to be paid in advance of the filming. The charge does not include provision of any appliances, equipment or personnel. The actual amount to be charged shall be notified to the applicant upon approval of the application.
2. If this application is approved, the applicant should sign an agreement to take full responsibility for all charges incurred on premise damage or harm on staff due to filming.
3. Refund of deposit will be made within 10 working days after the event if there is no damage to the premises and facilities.

III. Conditions

1. The application only deals with the temporary occupation of the location(s) as specified in the application form. Applicants should make their own arrangements to obtain any necessary license/permit from the appropriate authorities in respect of related activities that might be arising from the film shooting.
2. No nuisance, disturbance or inconvenience shall be permitted to be caused by the applicant to Hongkong Post activities at the filming site or to the public.
3. The name of the Hongkong Post Property shall not be identified unless specific permission is first sought and obtained. No mail articles shall be identified in the shooting.
4. The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administrative Region, nor should it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
5. Lighting of fire or the use of fireworks, explosives and any pyrotechnic or inflammable materials are strictly prohibited.
6. Approval of the application will be at the absolute discretion of Postmaster General, Hongkong Post, whose decision shall be final.
7. The applicant 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 of personal injury or damage to property of Hongkong Post or any other persons.
8. The applicant shall not allow any person not included in the application to enter the Hongkong Post premises.
9. The applicant shall follow the directions and instructions of the staff of Hongkong Post.

10. The applicant shall not, without the prior written approval of Hongkong Post, erect any fixtures or fittings in the facility or make any alterations to any fittings in the facility.
11. The applicant shall upon its leaving the facility or upon the expiry of the permitted period of use as the case may be:
 - remove at its own cost all of its equipment, fittings and fixture from the facility; and
 - return the facility in a clean, hygienic and tidy condition to the satisfaction of Hongkong Post.
12. The applicant shall not film or record or portray anything which might bring Hongkong Post into dispute or which might associate the facility with illegal or immoral activities.
13. If the applicant should fail to observe any of the conditions set out herewith, or if Hongkong Post should require to take over the facility for its own use during the permitted period of use, Hongkong Post shall be entitled to withdraw the permission to use the facility without giving any prior notice and without incurring any liability to pay the applicant any direct or indirect damages. Any fees charged shall not be refunded except the refundable deposits.
14. The applicant shall fully indemnify Hongkong Post against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which Hongkong Post may sustain or incur or which may be established against by any person and which in any case arise out of:
 - (i) the applicant's negligence, recklessness or wilful misconduct;
 - (ii) the applicant's breach of any conditions set out herein; or
 - (iii) any of the applicant's unauthorized act or omission.
15. Other conditions (to be specified according to individual circumstances).

The personal data you provide in this form will be used by Hongkong Post for processing your application. You have the right of access and correction with respect to personal data as provided in section 18 and 22 Principle 6 of schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data as provided in this form. For access and correction, please complete the Data Access Request Form (Pos 736) which is available at any post office.