



Fax: 2559 3512

Application Form for Location Filming at The Prince Philip Dental Hospital

1. Applicant's Particulars

Name of Company/ Organisation: _____

Address: _____

Contact Person: _____

Position/ Title: _____

Contact Telephone Number: _____ Fax Number: _____

2. Details of the Proposed Location Filming

Name of the Proposed Film: _____

(Please attach a synopsis of the film together with the application. Please specify the scenes related to the location filming and provide the related script.)

Location: _____

(Please indicate the exact position where filming operation will take place, e.g. 7A Canteen; Conference Room 7A05; 1B Corridor and G/F Block B Car Parking Area)

Filming Schedules:

Date			
Time of arrival			
Setting up	From To	From To	From To
Filming	From To	From To	From To
Time of vacating from location			

Purpose of Filming: (*Please delete as appropriate)

* Commercial/ Advertising/ Promotional/ Archival/ Public Affairs/ Documentary/ Educational/
Others (*please specify*) _____

Total Number of Participants (including filming crew and other production staff, actors/ actresses etc.):

Will any furniture and equipment be delivered to the Hospital for the filming? If so, please provide details.

Will the filming require the use of explosive(s) and/ or inflammable materials? Please provide details if applicable (*please see para. 6.2 of the Guidance Notes on Application for Location Filming at The Prince Philip Dental Hospital*).

Will alteration(s) and reinstatement work(s) be required at The Prince Philip Dental Hospital for the filming? Please provide details if applicable.

Will air-conditioning be required? Please note that air-conditioning required outside office hours will be charged.

Note: Electricity supply or other utilities will NOT be provided by the Hospital.

3. Declaration

I/ We have read the Guidance Notes and hereby sign to signify my/ our agreement to all the conditions as set out by The Prince Philip Dental Hospital.

Authorized
Signature(s) _____

Name(s) _____

Position(s) _____

Date _____



(Company Chop)



The Prince Philip Dental Hospital

Guidance Notes on Application for Location Filming

1. Introduction

1.1 Applicant must read these Guidance Notes before submitting application to The Prince Philip Dental Hospital (hereinafter referred to as “PPDH”).

1.2 For the purpose of application, location filming includes the activities of film shooting, video shooting and photographing.

2. Application Procedure

2.1 Application must be made in writing using the Application Form for Location Filming at The Prince Philip Dental Hospital (PPDH 200).

2.2 The completed application form must reach the Facility Management Office, 6/F, The Prince Philip Dental Hospital, 34 Hospital Road, Hong Kong, either by fax (**2559 3512**) or by email (**facility@ppdh.org.hk**) for processing at least **twenty-one (21) working days in advance** of the proposed filming date.

2.3 Information must be clearly stated and given in full in support of the application.

2.4 Approval of the application will be at the absolute discretion of PPDH.

3. Charges

3.1 For an application that will involve brief session(s) of location filming, if and when the application is approved, a fee of **HK\$7,000** will be charged for the first four hours and **HK\$1,770** for each subsequent four-hour block. A refundable deposit equivalent to the same amount of the aforesaid fees is also required.

3.2 To monitor the filming activities, PPDH will hire two (2) security guards for each filming at the applicant’s own cost. However, if the number of film crew members exceeds 30 and/ or if deemed necessary by PPDH, additional security guard(s) will be required. There will be no refund of the first-block security guard charges for any cancellation of booking within **three (3) working days** from the location filming date.

3.3 Provision of air-conditioning after office hours will be charged with overhead. For any extra resources required from PPDH, the actual costs plus overhead will also be charged.

3.4 The charges, if any, as mentioned in clauses 3.1 to 3.3, must be paid to “**The Prince Philip Dental Hospital**” at least **seven (7) working days in advance** of the filming date.

3.5 All charges will be subject to change as determined by PPDH from time to time.

4. Indemnity

4.1 If the application is accepted, the applicant is required to sign an Acceptance Letter to signify his agreement to indemnify PPDH from all claims against PPDH for any expense, liability, loss, or proceedings in respect of any damage whatsoever to any property, real or personal insofar as such damage arises out of, in the course of, or by reason of the carrying out of the location filming or activities in or about the Hospital premises, and is due to any negligence, omission or default of the applicant or any persons for whom the applicant is responsible. The original copy of the signed Acceptance Letter with the company chop must reach PPDH at least **seven (7) working days in advance** of the filming date.

5. Insurance

5.1 Applicant is required to effect a public liability insurance in the sum of no less than \$10 million at his own expense to cover damage to the property and any personal injury or death. A copy of the public liability insurance policy must reach PPDH either by fax or by email at least **seven (7) working days in advance** of the filming date.

6. Other Terms and Conditions

6.1 Applicant should make his own arrangements to obtain any necessary licence/ permit from the appropriate authorities in respect of the location filming.

6.2 Without PPDH's prior consent in writing, lighting of fire, and use of fireworks, explosives and any pyrotechnic/ inflammable materials, are strictly prohibited.

6.3 Applicant should follow the directions and instructions given on site by PPDH's authorised personnel (including staff of PPDH's property management contractor), to prevent causing disruption to other scheduled activities/ events in the Hospital, especially teaching and patient care.

6.4 Applicant shall not, without the prior written approval from PPDH, erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.

6.5 Applicant shall upon leaving the premises or upon the expiry of the permitted period of use as the case may be:

(a) remove at his own cost all his equipment, fitting(s) and fixture(s) from the premises;

(b) leave the premises in a clean, hygienic and tidy condition to the satisfaction of PPDH; and

(c) bear any costs in full plus overhead that PPDH will charge if props or debris remain after the location filming and/ or damages have been caused to PPDH.

6.6 Personal Data (Privacy) Ordinance should be observed and filming of patients/ members of public is prohibited unless with their consent.

6.7 Additional terms and conditions may be imposed by PPDH when circumstances so justify.