



申請在華人永遠墳場進行拍攝

Application for Location Filming at Chinese Permanent Cemeteries

(一) 申請人資料 Particulars of Applicant

機構名稱：

Name of Company

地址：

Address

聯絡人姓名：

Name of Contact Person

職位：

Post Title

電話號碼：

Contact No.

傳真號碼：

Fax No.

電郵地址：

Email Address

(二) 拍攝詳情 Particulars of Filming

拍攝地點：

Filming Location

(必須註明擬拍攝之墳場及附上確實拍攝位置圖及相片)

(Provide the name of the cemetery with map and photo of the exact areas.)

拍攝日期：

Filming Date

拍攝時間：

Filming Time

由 _____ 時 至 _____ 時

From _____ To _____

拍攝隊人數：

No. of Crew Members

車輛數目和類型：

No. and Type of Vehicles

拍攝用途*：

Purpose of Filming*

電影 / 電視 / 廣告 / 檔案紀錄 / 紀錄片 / 教育 / 其他 _____

Film / TV / Advertising / Archival / Documentary / Educational /

Others _____

(三) 承諾書 Undertaking

本人以申請公司授權人身份聲明，有關申請獲批准後，定當恪守「在華人永遠墳場進行拍攝的一般守則」。

I, being the Company's authorized person, hereby declare that I agree to strictly abide by the 'General Guidelines for Location Filming at Chinese Permanent Cemeteries' if approval is given to this application.

簽署：
Signature _____

姓名：
Name _____

日期：
Date _____

機構蓋章：
Company Chop _____

*請刪去不適用者 Delete where inappropriate

註：此申請表須經由創意香港電影服務統籌科向華人永遠墳場管理委員會(華永會)遞交，申請人如有任何查詢，請致電 3719 7809 或透過電郵 osu@bmcpc.org.hk 聯絡華永會高級主任(運作支援)1。

This application should be submitted to the Board of Management of the Chinese Permanent Cemeteries (BMCPC) via Film Services Office, Create Hong Kong. For any enquiries, please contact Senior Officer (Operations Support)1 at 3719 7809 or via email to osu@bmcpc.org.hk.

-----華人永遠墳場管理委員會回覆-----

Reply Slip from BMCPC

致：
To _____

日期：
Date _____

傳真：
Fax _____

貴團體之拍攝申請已獲本會接納。請於辦公時間內與本會負責職員鄭先生聯絡及辦理確認手續。(電話：3719 7809)

Your filming application is approved. Please contact our colleague, Mr Cheng, for confirmation during office hours. (Tel: 3719 7809)

很抱歉，本會未能接納貴團體的拍攝申請。
We regret that your filming application is rejected.

華人永遠墳場管理委員會蓋章
Chop by BMCPC

華永會保留拒絕任何拍攝申請而無須任何解釋。

BMCPC reserves the right to approve or reject an application without explanation.

在華人永遠墳場進行拍攝的一般守則

General Guidelines for Location Filming at Chinese Permanent Cemeteries

1. 申請人必須先致電華人永遠墳場管理委員會（華永會），並在擬拍攝日期前最少 10 個工作天經由創意香港電影服務統籌科(電郵：fso@createhk.gov.hk／傳真：2824 0595)向華永會遞交申請。複雜的拍攝申請可能需要較長的審批時間。

Applicants should call the Board of Management of the Chinese Permanent Cemeteries (BMPC) and submit the application to BMPC via Film Services Office, Create Hong Kong (email: fso@createhk.gov.hk / fax.no.: 2824 0595) at least 10 working days before the filming. Longer processing time may be required for complicated filming applications.

2. 如因在墳場拍攝而引致華永會負上任何公眾法律責任，包括因申請人的任何行為或疏忽引致的一切索償、要求及法律責任，有關申請人必須向華永會作出全數賠償。

Applicants shall be liable for and shall fully indemnify BMPC in respect of all liabilities, requests and legal responsibilities arising from filming, including any of their behaviour or negligence.

3. 申請者須以華人永遠墳場管理委員會及申請公司聯名名義，自費購買 500 萬元的公眾責任保險。

Applicants shall effect a public liability insurance in the sum of \$5 million in the joint names of the Board of Management of the Chinese Permanent Cemeteries and the company at their own expenses.

4. 申請人須做足各種預防措施，以免對墳場任何設施或固定裝置造成損壞，如有損壞，申請人必須如數賠償。

Applicants should take preventive measures against any damage caused to the existing facilities and fixtures of the cemeteries. Any damage caused to the cemeteries by filming should be reinstated fully at the applicants' own cost.

5. 與拍攝有關的劇本／劇情不得有不道德、誹謗或政治色彩的內容。在拍攝期間，必須尊重先人，並且不可破壞場地的莊重和寧靜氣氛，亦不得對墳場其他使用者造成滋擾、騷擾或不便。

The content of scripts/story plots should not be of immoral, defamatory or political nature. In the course of filming, respect for the dead must be shown at all times. Due regard must be paid to the dignity and serenity of the venue. Filming shall not cause any nuisance or disturbance to grave sweepers.

6. 未經有關職員批准，不得在葬禮過程中拍攝；亦不得特寫拍攝個別墓地及龕位。

No filming will be allowed during funeral services without special permission of the approving officer. No close-up shots of individual graves/niches will be allowed.

7. 除非事先已獲華永會同意，否則所用劇本不得與由華永會接納的原來劇本有任何出入。
Except with permission of BMCP, filming deviated from the approved scripts is not allowed.
8. 申請人須委派一名聯絡人，以便華永會代表在必要時與在場拍攝隊伍保持聯絡。
Applicants shall appoint a person-in-charge on site for BMCP to contact the production crews when necessary.
9. 如申請獲接納，首 4 小時的收費為\$8,000，以後每 4 小時收費\$2,000(不足 4 小時亦作 4 小時計算費用)，所有費用須在拍攝前繳付，所收費用不會退回。
If the application is approved, a fee of HK\$8,000 will be charged for the first four hours and HK\$2,000 for each subsequent four-hour block. Fees are to be paid before filming. The fees are non-refundable.
10. 拍攝不得於清明節期間(一般為 3 月 1 日至 5 月 31 日)及重陽節期間(一般為 9 月 1 日至 11 月 30 日)進行，確實日期以華永會最終決定為準，拍攝只限在上午 9 時至下午 5 時進行。
No shooting will be allowed during the Ching Ming Festival period (from 1 March to 31 May) and Chung Yeung Festival period (from 1 September to 30 November). The exact dates are subject to the final decision of BMCP. Filming can only be conducted during 0900 – 1700 hours.
11. 如遇到掃墓人士眾多或警方封路，拍攝工作可能被終止或取消。
Filming may be suspended or cancelled in case of large numbers of grave sweepers or road closure arrangement by the Police.
12. 完成拍攝後，必須立刻清理現場及移走所有雜物。
The venue should be reinstated and cleared up immediately after filming.
13. 華永會保留批准或不接受拍攝申請的權利。
BMCP reserves the right to approve or reject an application.
14. 必須在影片片尾以轉動字幕鳴謝「華人永遠墳場管理委員會」的協助。
A roller credit for the assistance of “The Board of Management of the Chinese Permanent Cemeteries” should be shown at the end of the film.
15. 如情況需要，華永會可訂定附加條件。
Additional conditions may be imposed by BMCP where necessary.

上述英文只供參考，以中文為準。

The above English is for reference only. The Chinese version shall prevail.