

Application for Location Filming
at the East Wing Forecourt of the Central Government Offices,
the Government of the Hong Kong Special Administrative Region

To : Director of Administration
[Attn: Senior Executive Officer (Common Services)1]

Fax No.: 2845 2091

Telephone No.: 2810 2009

Total Pages : _____ including this cover sheet

Details of Applicant

Name of Company : _____

Business Address : _____

Name of Contact Person : _____

Post of Contact Person : _____

Telephone No. : _____

Email : _____

Fax No. : _____

Details of Filming Operation

1. Name of the
Filming/Programme : _____

2. Proposed Filming Date: _____

3. Filming Time : _____

4. Proposed Filming Venue and Exact Location :

5. Size of Filming Crew (please also submit a name list of production staff and their roles including actors/actresses) :

6. Purpose of Filming [please put a ✓ in the appropriate box(es) below] :

Film Public Affair Educational

TV Programme Documentary Promotional

Internet Programme Archival Advertising

Others (please specify) _____

7. Theme and Synopsis of the Film :

8. Brief Description of the Scenes (please submit relevant scripts/storyboards for reference) :

Undertaking

If approval is given to this filming application, I, being the Company's authorized person, hereby declare that I agree to strictly abide by the conditions annexed hereto.

Signature and Official Chop : _____

Name of Authorized Person : _____

Position : _____

Date : _____

Notes :

1. Application for location filming should be submitted 7 working days prior to the proposed date of filming.
2. Applications are subject to policy, operational, safety and security considerations.

**Conditions for Location Filming
at the East Wing Forecourt of the Central Government Offices,
The Government of the Hong Kong Special Administrative Region**

1. All relevant Regulations, Ordinances and conditions and directions giving by staff of the Administration Wing and responsible staff on the spot shall be strictly observed and followed.
2. No damage or danger shall be caused to the property of the Government of the Hong Kong Special Administrative Region or any person or property therein. The Administration Wing reserves the right to claim against the applicant for any legal liabilities so arisen and compensate for any damages.
3. No nuisance, disturbance or inconvenience shall be caused by the applicant, his/her agents, contractors or employees nor allow others or bystanders to cause the same.
4. The applicant should make his/her own arrangements to obtain any necessary licence/permit from the appropriate authorities in respect of the location filming.
5. Without prior consent in writing by the Administration Wing, lighting of fire or the use of fireworks, explosives and any pyrotechnic material is strictly prohibited.

6. Upon expiry of the permitted period of use, the applicant shall:
 - (a) remove at his/her own cost all its equipment(s), fitting(s), and fixture(s) from the Government premises;
 - (b) leave the premises in a clean, hygienic and tidy condition to the satisfaction of Director of Administration; and
 - (c) if props or debris remain after the location filming or damages have been caused to the Government premises, the applicant shall bear any costs in full plus overhead that the Administration Wing will charge.
7. The name of the property shall not be identified unless specific permission is first sought and obtained from the Director of Administration.
8. The nature of the film and the filming operations or activities shall not cause any embarrassment to the Government of the Hong Kong Special Administrative Region, the property itself or any of the occupants of the property whether they be tenants, visitors, invitees or licensees, nor should it contain any immoral, illegal, defamatory or political materials.
9. In the course of location filming, the applicant shall take all necessary precautionary measures to ensure the safety of participants on the spot. The applicant shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expense, liability, loss, claim or proceedings arising from or in connection with the filming operations or activities. The applicant shall effect at his/her own expense a Public Liability Policy Insurance in the joint name of the Hong Kong Special Administrative Region Government and his/her own company in the sum of no less than ten million Hong Kong dollars (\$10,000,000). Terms and conditions of the insurance shall be approved by the Administration Wing.

10. No obstruction shall be caused to anyone, including the public, using the property and/or any public officer on duty there.
11. If this application is approved, a fee of \$7,000 will be charged for the first four hours or part thereof and \$1,770 for each subsequent four-hour block for the use of government venue. If extra Government personnel are required to take part in the filming, the actual cost plus 20% overheads will be charged. A refundable deposit equal to the amount of the fee is payable before filming.
12. Approval for location filming given may be withdrawn at any time without any prior notice. Neither the Government of the Hong Kong Special Administrative Region, nor any of its employees shall be liable for any claim for damages or losses arising from the withdrawal of approval.
13. Smoking is prohibited in the venue. The applicant, his/her agents, contractors and employees shall not stand or place any items on the flagstaff platform. That means, the flagstaff platform, together with the pavements along the Forecourt boundary, should be kept clear.