

## 申請在機電工程署場地內進行外景拍攝

### Application for Location Filming in Venues of Electrical and Mechanical Services Department

致：機電工程署署長（經辦人：副部門主任秘書／行政）  
To：Director of Electrical and Mechanical Services (Attn：Deputy  
Departmental Secretary/Administration)

#### **申請公司資料 Particulars of Applicant**

申請公司名稱： \_\_\_\_\_  
Name of Company  
地址： \_\_\_\_\_  
Address  
負責人姓名： \_\_\_\_\_  
Name of  
Officer-in-charge  
職位： \_\_\_\_\_  
Position  
聯絡電話號碼： \_\_\_\_\_  
Contact Tel. No.  
傳真號碼： \_\_\_\_\_  
Fax: No. \_\_\_\_\_

#### **拍攝詳情 Particulars of Filming**

影片／節目名稱： \_\_\_\_\_  
Name of the Film/Programme  
導演姓名： \_\_\_\_\_  
Name of Director  
擬拍攝的日期及時間： \_\_\_\_\_  
Proposed Filming Date and Time  
場地名稱及確實位置： \_\_\_\_\_  
Venue Name and Exact Location  
拍攝隊人數（包括製作人員及演員）： \_\_\_\_\_  
Number of filming crew  
(including production staff  
and actors/actresses) \_\_\_\_\_

需要使用政府電力或任何其他公共事業服務 (請提供全部詳情, 例如需要電力的設備種類及數目)  
Use of government power supply or any other utilities required (please provide full details, e.g. type and number of equipment requiring power supply)

拍攝用途 Purpose of Filming

電影 / 電視 / 網上節目 / 廣告 / 推廣 / 檔案紀錄 / 公共事務 / 記錄片 / 教育 / 其他 (請註明: \_\_\_\_\_) \*

Film/ TV/ Internet Programme/ Advertising/ Promotional/ Archival/  
Public Affairs/ Documentary/ Educational/ Others (please specify: \_\_\_\_\_) \*

取景片段及活動的簡要說明 Brief Description of Scene and Activities

**播放程序 Broadcasting Schedule**

日期 :

Date

時間 :

Time

頻道/網址

Channel/Website

簽署 :

Signature

姓名 :

Name

機構蓋章 :

Company Chop

日期 :

Date

\* 請刪去不適用者

Delete where inappropriate

**Guidelines on Application for Location Filming in  
Venues of Electrical and Mechanical Services Department**

1. The completed application form should reach the Deputy Departmental Secretary/Administration on 7/F, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong (fax no. : 2890 7493) at least 14 working days in advance of the proposed filming date. Applications with short notice may be rejected or resulted in delay to the filming date. For enquiries, please call the Assistant Departmental Secretary/Administration 1 at 2808 3688.
2. A synopsis of the film has to be submitted together with the application form. Please identify the scene(s) where the location filming is proposed to take place and provide the relevant script.
3. A fee will be charged for the use of venue of Electrical and Mechanical Services Department (EMSD) for location filming for commercial purposes. The present rate is \$7,000 for the first four hours and \$1,770 for each subsequent four-hour block. The charge does not include provision of any equipment and personnel for location filming. A refundable deposit equal to the amount of the fee is required. The applicant shall be required to pay the fee and the deposit before filming.
4. Where an extra service is provided by the Government to facilitate location filming, the actual cost plus overheads will be charged.
5. No damage shall be caused to the facilities of EMSD venue.
6. No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
7. No alterations, fixing and painting shall be made, whether they are temporary or not, to the properties and facilities of EMSD venue.

8. Lighting of fire and use of fireworks, explosives and any pyrotechnic material are strictly prohibited.
9. The applicant has to prepare sufficient fire extinguishers at the venue during the operation of filming.
10. The name of EMSD venue shall not be identified unless prior permission has been sought and obtained.
11. The nature of the film shall not be a cause of embarrassment to 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.
12. The applicant shall be liable for and fully indemnify the Government of the Hong Kong Special Administrative Region against any liability, loss, claim or proceedings in respect of any damage to personal properties and injury or death of any persons arising out of or in the course of or by reason of the carrying out of the filming operations or activities in or about the EMSD venue due to any negligence, omission or default of the applicant or any person for whom the applicant is responsible.
13. The applicant shall, at its own cost, procure sufficient insurance in the names of the applicant and the Government of the Hong Kong Special Administrative Region for covering all persons (including EMSD staff) involved in location filming and public liabilities.
14. It should be noted that this application only deals with temporary occupation of the EMSD venue for location filming and that the applicant should make its own arrangements to obtain any necessary licence/permit from the appropriate authorities in respect of the film shooting.
15. The applicant is responsible to clean the venue up to the satisfaction of EMSD after the filming.
16. EMSD has the right to withdraw the approval for this application with one day notice. The paid fee will thereafter be returned to the applicant on a pro rata basis.