

在康樂及文化事務署轄下設施拍攝外景的申請表
Application Form for Location Filming at LCSD Facilities

1. 申請公司資料

Particulars of Company

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. _____

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 _____

場地名稱及確實位置：
Venue Name and the Exact Location _____

拍攝用途*：
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： _____

Purpose of Filming*：
Film / TV / Internet Programme / Advertising / Promotional / Archival / Public Affairs /
Documentary / Educational
Others：

* 請刪去不適用者
Delete where inappropriate

拍攝程序： 抵達時間： _____
Filming Schedule: Arrival time

設置佈景時間： _____
Setting up time

拍攝時間： _____
Shooting time

拆卸佈景時間： _____
Packing time

離開時間： _____
Departure time

取景片段及活動的簡要說明： _____
Brief Description of the Scene & Activities:

(請將拍攝片段的詳盡的劇本/情節一併附上)
(Full scripts / storyboard of the scenes being shot should be attached)

播映程序： 日期： _____
Broadcasting Schedule: Date

時間： _____
Time

頻道/網址： _____
Channel /
Website

導演及男女演員名單： _____
List of Director, Actors and Actresses

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，聲明同意嚴格遵守有關設施的一般使用規條及康樂及文化事務署所訂定的規則及條件。

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 general house rules of the facility to be hired as well as any rules and conditions as specified by LCSD.

簽署：

Signature _____

姓名：

Name _____

機構蓋章：

Organization/
Company Chop _____

日期：

Date _____

備註：申請公司必須在確實拍攝日期前最少七個工作天遞交拍攝外景的申請表格。實際所須的處理時間視乎申請的複雜性及繳費方式等。詳情請參閱由商務及經濟發展局創意香港轄下電影服務統籌科編製的《外景場地 - 政府部門及公共團體管理的場地》或向有關場地負責人查詢。

任何在表格內作出之修改須簽名確認。

以上資料只作處理申請拍攝外景之用。

Notes: The Company should submit the filming application at least 7 working days prior to the actual date of filming. The actual processing time required depends on the complexity of the application and form of payment etc. For details, please refer to the booklet "Locations – Venues under the Management of Government Departments and Public Bodies" issued by the Film Services Office of Create Hong Kong, Commerce and Economic Development Bureau or approach the officer-in-charge of the venue concerned.

Any amendments to the wordings in the form must be initialled.

The above information is for processing of location filming application only.