

**TOURISM COMMISSION**  
**Application Form for Location Filming at the**  
**Communal Areas of the Kai Tak Cruise Terminal**

**Particulars of Applicant :**

Name of Company / Organisation :	
Address :	
Contact Person :	
Position :	
Contact Tel. No. :	
Fax No. :	
E-mail :	

**Particulars of Filming :**

Title of Production :	(English)
	(Chinese)
Proposed Filming Date and Time :	
Location(s) required :	
Nature of Production :	
Name(s) of Director(s) :	
Name(s) of the Main Cast :	
Size of Crew :	

**Filming Schedule :**

Arrival Time :	
Set-up Time :	
Shooting Time :	
Packing Time :	
Departure Time :	

**Brief Description of the Scenes and Activities :**

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Attachment :      Synopsis            Yes            No  
                         Scripts            Yes            No  
                         Storyboard            Yes            No

Please specify whether the use of Government power supply or any other utilities is required. If yes, please provide full details of the type and number of equipment(s) requiring power supply.

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Please specify whether any alteration of location is required. If yes, please provide full details.

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(Company Chop)

Authorised Signature(s) : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

## **Guidance Notes on Application for Location Filming at the Communal Areas of the Kai Tak Cruise Terminal**

### 1. Application Procedure

- (a) Application must be made in writing and to reach Tourism Commission, Culture, Sports and Tourism Bureau at **tcenq@cstb.gov.hk** or at 11/F, Harbour East, 218 Electric Road, Fortress Hill, Hong Kong **at least 10 clear working days** prior to the proposed filming date.
- (b) Information must be clearly stated and given in full in support of the application.

### 2. Fee Chargeable

- (a) A fee will be charged for the use of the Communal Areas of the Kai Tak Cruise Terminal for location filming for commercial purposes. The fee rate as promulgated by the Government Property Agency will be followed.
- (b) In addition to the standard fee, the applicant is also required to pay a refundable deposit at an amount equivalent to the amount of fee to be paid.
- (c) Where an extra service is required from the Tourism Commission to facilitate the filming, any expenses incurred in the use of such service will be charged to the applicant.
- (d) A Demand Note will be issued to the applicant by the Tourism Commission indicating the amount of fee and deposit to be paid, and such amount shall be settled in accordance with the date as specified on the Demand Note.

### 3. Conditions of Approval

Applicants for the use of the Communal Areas of the Kai Tak Cruise Terminal for location filming for commercial purposes are required to observe the following conditions –

- (a) No damage shall be caused to any property at the Kai Tak Cruise Terminal.

- (b) No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
- (c) The nature of the film shall not be a cause of embarrassment to the Government of the Hong Kong Special Administrative Region or the Kai Tak Cruise Terminal, nor shall it offend the laws of Hong Kong or be of immoral, defamatory or political flavour.
- (d) Applicants 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 in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the filming operations or activities in or about the property and is due to any negligence, omission, recklessness, unauthorised act or default of the applicant or any person for whom the applicant is responsible.
- (e) Applicants 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 whatsoever arising under any statute or at common law in respect of personal injury or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the filming operations or activities in or about the property.
- (f) Applicants shall pay a fee for the use of the Communal Areas of the Kai Tak Cruise Terminal for location filming for commercial purposes.
- (g) Applicants shall follow the directions and instructions given on site by personnel(s) authorised by the Tourism Commission including but not limited to the Building Management Office of the Kai Tak Cruise Terminal.
- (h) Applicants shall not, without the prior written approval of the Tourism Commission, erect any fixtures or fittings at the Kai Tak Cruise Terminal.

- (i) Applicants shall upon leaving the Kai Tak Cruise Terminal or upon the expiry of the permitted period of use as the case may be :
- remove at the applicant's own cost all of its equipment, fittings and fixtures from the Kai Tak Cruise Terminal;
  - leave the Kai Tak Cruise Terminal in a clean, hygienic and tidy condition to the satisfaction of the Tourism Commission or the Building Management Office of the Kai Tak Cruise Terminal; and
  - If props and debris remained after the location filming and/or damages have been caused to the Kai Tak Cruise Terminal, the applicant shall bear any costs in full plus overhead to be charged by the Tourism Commission.
- (j) Lighting of fire or the use of fireworks, explosives, inflammable materials and any pyrotechnic materials are strictly prohibited.
- (k) Applicants shall make their own arrangements to obtain any necessary licence/permit from the appropriate authorities in carrying out the location filming.
- (l) Additional conditions may be specified by the Tourism Commission when circumstances so justify.
- (m) An application will only be approved at the acceptance of the above Conditions of Approval by the applicant. The applicant is required to acknowledge such acceptance on the Letter of Approval issued by the Tourism Commission.
- (n) Any subsequent re-scheduling of the appointment will be treated as a fresh application.
- (o) Approval of the application will be at the absolute discretion of the Tourism Commission having regard to circumstances including but not limited to the availability of the filming locations concerned.