

在文创产业发展处辖下场地拍摄外景的申请表
Application Form for Location Filming at Venues under
Cultural and Creative Industries Development Agency (CCIDA)

1. 申请人详情

Details of Applicant

公司名称:

Name of Company

地址:

Address

负责人姓名:

Name of Person-in-charge

职位:

Position

联络电话号码:

Contact Tel. No.

电邮地址:

Email Address

传真号码:

Fax. No.

2. 拍摄详情

Details of Filming

影片 / 节目名称:

Name of the Film/Programme

拍摄日期及时间:

Filming Date and Time

拍摄位置:

Filming Location

拍摄用途(请删去不适用者):

电影 / 电视 / 网上节目 / 广告 / 推广 / 档案纪录 / 公共事务 / 教育 / 记录片 / 其他(请说明): _____

Purpose of Filming (Delete where inappropriate):

Film / TV / Internet Programme / Advertising / Promotional / Archival / Public Affairs / Educational / Documentary / Others (Please specify): _____

拍摄程序： 抵达时间： _____
Filming Schedule: Arrival time

场地布置时间： _____
Set-up time

拍摄时间： _____
Filming time

拆卸布景时间： _____
Packing time

离开时间： _____
Departure time

取景片段及活动的简要说明： _____
Brief Description of the Scenes & Activities:

(请将故事大纲和相关剧本 / 情节一并附上)
(Synopsis and scripts / storyboard of the relevant scenes should be attached)

播映程序： 日期： _____
Broadcasting Schedule: Date

时间： _____
Time

频道/网址： _____
Channel /
Website

导演及主要演员姓名： _____
Names of Director and Main Artistes

拍摄队人数： _____
Size of Filming Crew

器材详情： _____
Equipment List

3. 承诺书

Undertaking

这项拍摄申请如获批准，本人以申请公司授权人身分，声明同意严格遵守有关场地的一般使用规条及文创产业发展处所订定的规则及条件。

If approval is granted for 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 venue to be hired as well as any rules and conditions as specified by CCIDA.

签署：

Signature _____

姓名：

Name _____

机构盖章：

Organization/
Company Chop _____

日期：

Date _____

备注： 申请人必须在确实拍摄日期前最少 10 个工作天递交拍摄外景的申请表格(电邮： fpf@ccidahk.gov.hk)。实际所须的处理时间视乎申请的复杂性。

Notes: The applicant should submit the filming application **at least 10 working days** prior to the actual date of filming (Email: fpf@ccidahk.gov.hk). The actual processing time required depends on the complexity of the application.

在文创产业发展处辖下场地进行拍摄的申请指引

Guidelines on Application for Location Filming at Venues under CCIDA

申请手续 Application Procedures

1. 填写申请表，在拍摄日期前**最少10个工作日**将已填妥的申请表，连同故事大纲和相关剧本电邮至fpf@ccidahk.gov.hk（电话：2594 5745）。较复杂的拍摄申请（例如须咨询其他政府部门或机构），处理申请时间或会延长。

Complete the application form and send it, together with a synopsis and scripts of the relevant scenes, by email to fpf@ccidahk.gov.hk (Telephone No. 2594 5745) **at least 10 working days** in advance of the proposed filming date. Longer processing time may be required for complicated cases, such as those involving consultation with other government departments or relevant parties.

收费 Charges

2. 首4小时\$7,110，其后每4小时\$2,050，以及相等于所需收费总额的可退回保证金。收费不包括提供人手、装置及设备的开支。所有费用须在拍摄前缴付。

\$7,110 for the first 4 hours, \$2,050 for each subsequent 4-hour block and a refundable deposit equal to the fees payable. The fee does not include provision of any personnel, appliances or equipment. Fees are to be paid before filming.

条件 Conditions

3. 申请人须遵照在场的文创产业发展处授权人员所发出的指示。
The applicant should follow the instructions given on site by CCIDA's authorized personnel(s).
4. 申请人须就拍摄购买公众责任保险。
The applicant shall effect public liability insurance for the filming.
5. 未经文创产业发展处书面批准前，申请人不得在有关场地内搭建任何固定装置或设备，或对场地（包括场地内所有设备）作出任何改动。
The applicant shall not, without the prior written approval of CCIDA, erect any fixtures or fittings in the venue or make any alterations to the venue, inclusive of any fittings therein.
6. 申请人必须保持场地清洁、卫生及整洁；离开场地时必须自费将所有器材、设备及固定装置搬离，并妥善还原场地至文创产业发展处满意为准。
The applicant shall keep the venue clean, hygienic and tidy. Upon leaving the venue, the applicant shall remove at their own cost all equipment, fittings and fixtures from the venue, and well reinstate the venue to the satisfaction of CCIDA.

7. 申请人不得损坏场地，倘若拍摄后留有任何道具或废物，或对场地造成损坏，申请人必须负责维修，并悉数承担所有相关费用。
No damage shall be caused to the venue. If props and debris remain after filming and/or damages have been caused to the venue, the applicant shall be responsible for repairs and bear all related costs in full.
8. 严禁燃点火种或使用烟花、爆炸品及任何烟火物料。
Lighting of fire or use of fireworks, explosives and any pyrotechnic material is strictly prohibited.
9. 影片的性质，不可令香港特别行政区政府尴尬，或在拍摄的场地造成尴尬，或令该场地的任何占用人尴尬，亦不得违反香港法例，或带有不道德、诽谤或政治色彩。
The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administrative Region, or the venue itself or any of its occupants nor should it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
10. 是项申请只适用于借用场地进行拍摄。申请人应自行作出安排，向有关当局申请拍摄所需的牌照 / 许可证。
This application only deals with the use of venue for filming. The applicant should make their own arrangements to obtain any necessary license(s)/ permit(s) from the appropriate authorities in respect of the filming.

收集个人资料声明 Personal Information Collection Statement

11. 在本表格提供的资料，将用于办理有关审批你在本申请表中所提出的外景拍摄申请及其他相关事务。
The information provided in this form will be used for processing the application for location filming at venues under CCIDA and other related matters.
12. 你在本表格提供个人资料，纯属自愿。不过，为你的利益着想，请在本表格填写全面及准确的资料。如提供的资料有所遗漏或不准确，可能会令本署延误处理或无法处理你在本申请表中所提出的申请及有关事宜。
The provision of personal data in this form is voluntary. However, it is in your interest to complete this form fully and accurately. Failure to do so may lead to delay in processing your application or may make it impracticable to process such application.
13. 你有权要求查阅和改正你在本表格提供的个人资料。如要查阅或改正个人资料，你可以书面电邮至 fpf@ccidahk.gov.hk 提出要求。
You have a right to request access to and correction of your personal data provided in this form. Such request may be made in writing by email to fpf@ccidahk.gov.hk.