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Ref. No. _____

申請在展城館拍攝外景

Application for Location Filming in the City Gallery

(請參閱展城館拍攝外景的一般規定並以英文大楷填寫)

(Please read the **General Conditions for Location Filming of the City Gallery** and complete in BLOCK LETTERS)

1. 申請者資料

Details of the Applicant

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 Film/Programme _____

擬拍攝的日期及時間：

Proposed Filming Date and Time _____

擬在展覽館內進行拍攝的確實位置（請在平面圖註明位置）：

Exact Filming Area in the Gallery (please indicate the area on the layout plans):

拍攝用途： 電影 / 電視 / 網上節目 / 廣告 / 推廣 / 檔案記錄 /
公共事務 / 記錄片 / 教育

Purpose of Filming : Film / TV / Internet Programme / Advertising /
Promotional / Archival / Public Affair / Documentary /
Educational

拍攝程式：

Filming Schedule：

抵達時間：

Arrival Time _____

設置佈景時間：

Set-up Time _____

拍攝時間：

Shooting 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

（請附上拍攝片段的詳細劇本/情節，以供參考）

（ Please attach the full scripts/storyboard of the scenes and film for reference ）

播映程式：

Broadcasting Schedule：

日期：

Date：_____

時間：

Time：_____

頻道/網址：

Channel/Website _____

拍攝隊人數：

Size of Filming Crew _____

器材詳情：

List of the Filming Equipment

3. 承諾書

Undertaking

申請如獲批准，本人以申請公司授權人身分，聲明同意嚴格遵守展城館拍攝外景一般守則及依照本表格上所填寫的資料進行拍攝。

If this application is approved, I, being the Company's authorised person, hereby declare that I agree to strictly abide by the General Conditions Relating to Location Filming in the City Gallery and conduct the filming according to the information given in this application.

簽署：

Signature _____

姓名（以正楷填寫）：

Name (in Block Letters)

機構/公司蓋章：

Organisation/Company Chop

日期：

Date _____

備註：

Notes：

- ★ 申請表必須在拍攝日期前最少七個工作天遞交規劃署考慮。表格內任何經修改的資料須簽名確認。

Application form must be submitted to the Planning Department for consideration at least 7 working days prior to the date of filming. Any amendments to the application form must be initialed.

- ★ 以上資料只作處理申請拍攝外景之用。

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

規劃署地址：香港北角渣華道 333 號 北角政府合署 18 樓

Planning Department Address: 18/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong

電話號碼 Tel. No.: (852) 2231 5030 傳真號碼 Fax No.: (852) 2877 0239

電郵 E-mail: enquire@pland.gov.hk

網址 Website: www.pland.gov.hk

展覽館地址：香港中環愛丁堡廣場 3 號

Gallery Address: 3 Edinburgh Place, Central, Hong Kong

電話號碼 Tel. No.: (852) 3102 1242 傳真號碼 Fax No.: (852) 3104 0129

電郵 E-mail: enquiry@citygallery.gov.hk

網址 Website: www.citygallery.gov.hk



在展城館拍攝外景一般資料

General Information for Location Filming in City Gallery

展城館位於香港中環愛丁堡廣場 3 號，毗鄰為香港大會堂，北面臨近中環海濱，南接皇后像廣場及遮打花園。是香港首個以規劃和基建發展為主題的展覽館。這個獨特的展覽場地，展示了香港主要的規劃建議和基建項目，並簡介我們這個城市未來的發展方向。The City Gallery is located at 3 Edinburgh Place in Central. It is adjacent to the Hong Kong City Hall, in proximity to the Central Harbourfront at its north, Statue Square and Charter Garden at its south. It is the first planning and infrastructure gallery in Hong Kong. It is a unique exhibition venue featuring Hong Kong's major planning proposals and infrastructure projects. It also shows us our city's future development outlook.

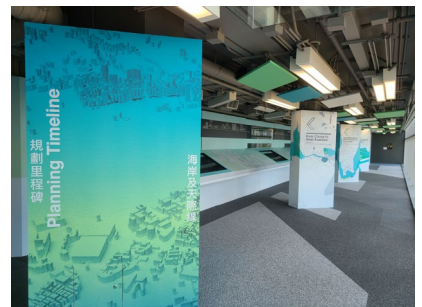
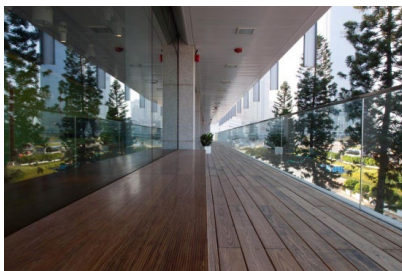
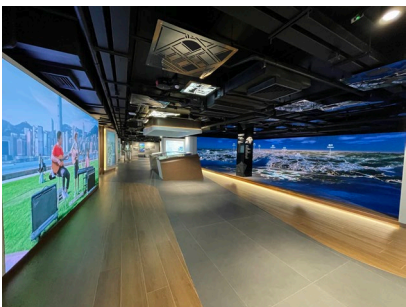
展城館地盤面積約 942 平方米，建築樓面面積約 3,265 平方米，樓高五層。展城館內設有接待大堂、多用途大廳、會議室、和行政及支援設施包括辦公室，而展覽區分布在地下樓層至四樓。展館內容十分豐富，透過不同主題的互動展品和模型，涵蓋香港的特色、發展歷史、不同層面的規劃(包括跨界、全港和地區規劃)、交通與運輸、主要基建設施、可持續發展、生活環境與城市設計、文化及歷史遺產保育等。

The City Gallery has a site area of about 942m² with a gross floor area of about 3,265m² and occupies five storeys. The facilities in the City Gallery include a reception area, a multi-purpose hall, meeting room, and administrative supporting uses including office. The exhibition areas are located on ground floor to fourth floor displaying a wide range of exhibits. Through the interactive exhibits and physical models, the different themes of the exhibits cover unique Hong Kong, history of Hong Kong's development, different levels of planning (including cross-boundary, territorial and district planning), transport and communications, major infrastructure facilities, sustainable development, living environment and urban design as well as culture and heritage conservation.

地址:	香港北角渣華道 333 號北角政府合署 18 樓
聯絡:	助理部門主任秘書 (行政) 電話: 2231 5030 傳真: 2877 0239 電郵: gr@pland.gov.hk 網址: www.citygallery.gov.hk
場地/設施:	展城館 (香港中環愛丁堡廣場 3 號)
申請手續:	先致電聯絡，然後遞交申請表，並提供以下資料：拍攝地點、日期、時間、拍攝性質、故事大綱、有關場面的說明、使用的道具及佈景、拍攝隊伍人數及演員，以及器材清單。處理申請時間：簡單的拍攝申請需時 7 個工作天。
收費:	首4小時\$6,870(基本收費)，其後每4小時\$1,935。 如使用出租場地須另付下列費用 地下專題展覽區 星期一至五：首天\$3,641，其後每天\$1,792 星期六及日：首天\$5,273，其後每天\$3,423 三樓多用途廳 首3小時\$4,751，其後每小時\$967 三樓會議室 首3小時\$2,149，其後每小時\$272 另須付相等於收費總額的可退回保證金。 如需政府額外提供人手協助拍攝，申請者須另付行政費用。 所有費用須在拍攝前繳付。
公眾責任保險:	申請者須以香港特別行政區政府及申請公司聯名名義，自費購買公眾責任保險，並提交有關保險文件的副本。
轄下相關場地/設施:	不適用
備註：	拍攝不可影響展覽館的日常運作。

Address:	18/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
Contact:	Assistant Departmental Secretary (Administration) Tel: 2231 5030 Fax: 2877 0239 Email: gr@pland.gov.hk Website: www.citygallery.gov.hk
Venues/Facilities:	City Gallery (3 Edinburgh Place, Central, Hong Kong)
How To Apply:	Call before sending in the application form with information on the location, date, time, nature of the filming, synopsis, description of the scenes, props set to be used, size of the crew and cast, and equipment list. Processing time: 7 working days for simple/straightforward cases.
Fees:	\$6,870 (basic charge) for the first 4 hours, \$1,935 for each subsequent 4-hour block Filming in hiring units is subject to the following charges G/F thematic exhibition area Mondays - Fridays: \$3,641 for the first day and \$1,792 for each subsequent day Saturdays and Sundays: \$5,273 for the first day and \$3,423 for each subsequent day 3/F multi-purpose hall \$4,751 for the first 3 hours and \$967 for each subsequent hour 3/F meeting room \$2,149 for the first 3 hours and \$272 for each subsequent hour A refundable deposit equal to the fees payable is required. If extra government personnel is required to assist in the filming, the actual cost plus overheads will be charged. All fees are to be paid before filming.
PLI Cover:	Applicants shall effect a public liability insurance at their own expense in the joint names of the Government of the HKSAR and the company, and submit a copy of the concerned insurance document.
Related Venues / Facilities:	Not Applicable
Remarks:	Filming should not affect the normal operation of the Gallery.

展城館的相片 Photos of the City Gallery



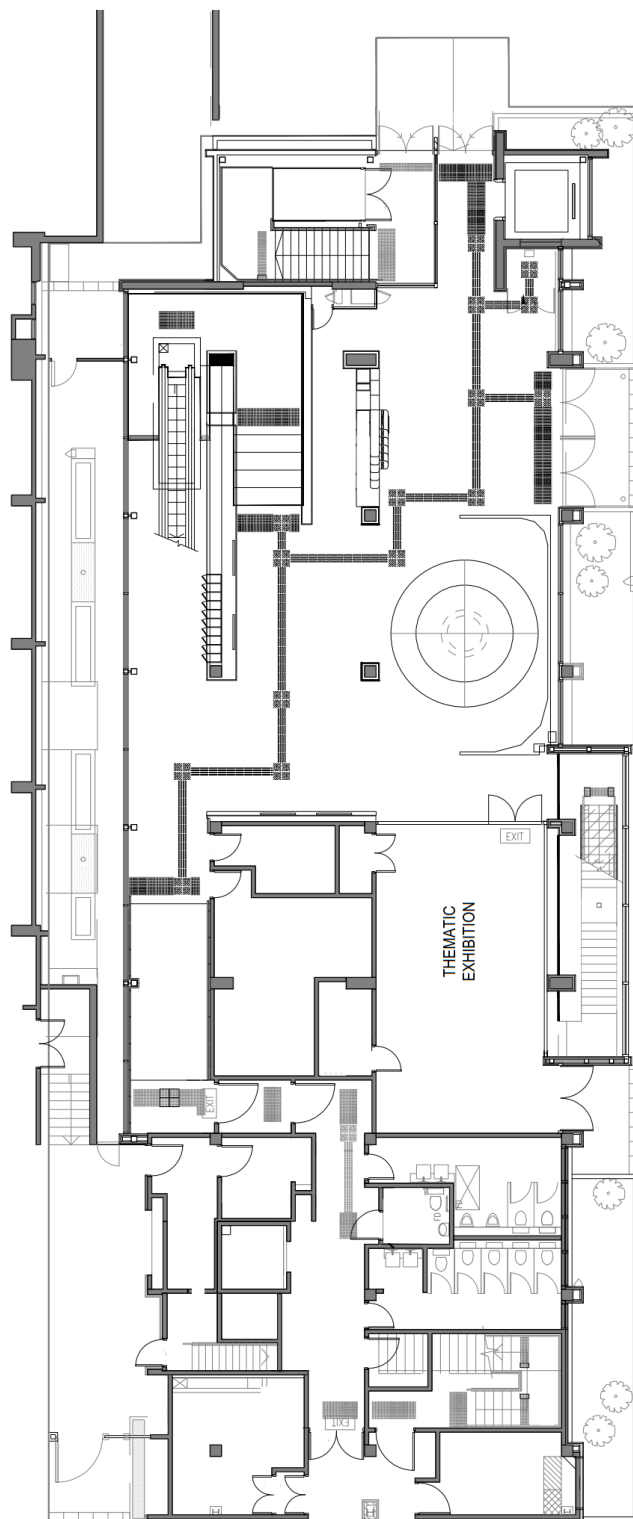


展城館拍攝外景的一般規定 General Conditions for Location Filming in the City Gallery

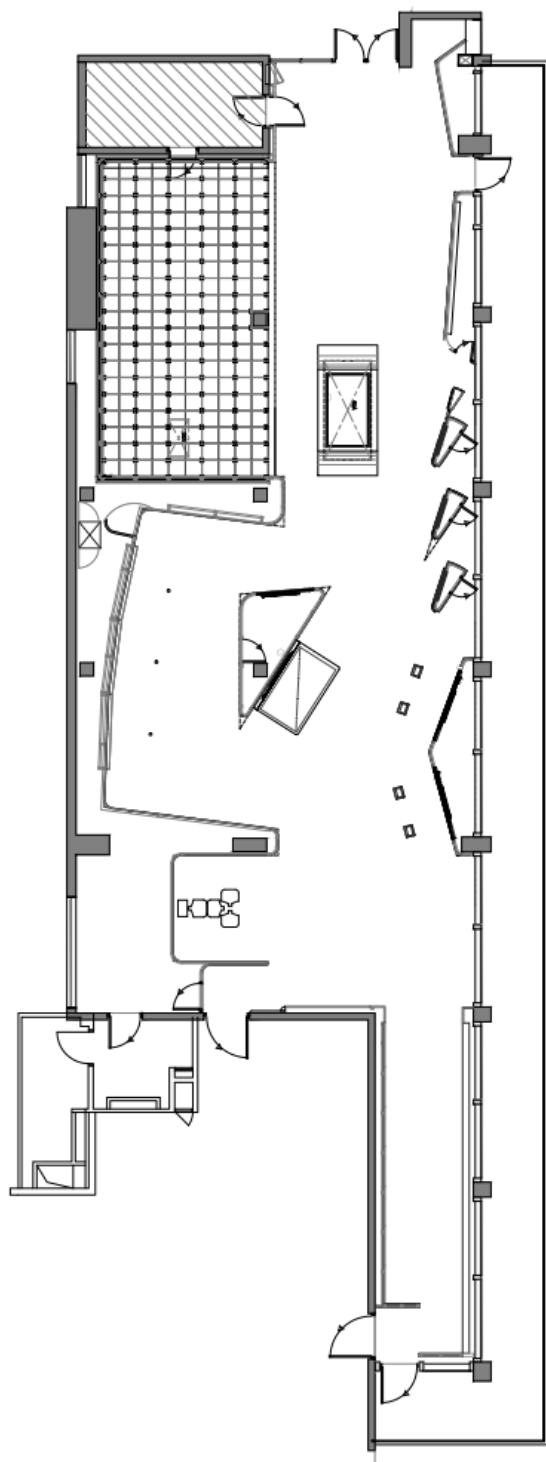
1. 未得規劃署書面批准，不得拍攝外景。
No location filming is allowed without the written approval of the Planning Department (PlanD).
2. 展城館的各層平面圖在**附件一**。展城館三樓多用途廳和會議室及地下的專題展區屬個別租用場地。申請在三樓多用途廳、會議室及地下的專題展區拍攝外景無需根據『展城館申請租用設施指引』而提交申請表格，但獲批的拍攝外景申請將會收取額外租用費。
The layout plans of each floor of the Gallery are at **Annex 1**. The Multi-purpose Hall and the Meeting Room on the 3/F and the Thematic Exhibition Area on the G/F of City Gallery are separate hiring venues of City Gallery. Submission of separate application form under “City Gallery Hiring of Facilities” for application for location filming at the Multi-purpose Hall, Meeting Room and the Thematic Exhibition Area is not required while additional hiring fees will be charged for approved application for location filming thereat.
3. 申請公司如獲准使用展城館的設施，其在所准許的使用期內，只可把有關設施作申請表格指明的用途，並須採取一切必要的預防措施，確保外景拍攝工作不會對他人構成危險或令他人受傷，或導致他人或展城館的財物受損。
The Applicant Company (referred to as the Company) shall restrict the use of the facility for the purpose stated in the application form during the permitted period of use and take all necessary precautions to ensure that such location filming will not cause any danger or personal injury to any persons or damage to any persons or the property of the City Gallery (the Gallery).
4. 不得拍攝或記錄或描述任何可能導致規劃署或香港特別行政區政府（香港特區政府）的名譽受損的事物，或任何可能會令人把有關設施與非法或不道德活動聯繫在一起的事物，或可能含有不道德、非法、誹謗或政治成分的事物。
The Company shall not film or record or portray anything which might bring PlanD or the Government of the Hong Kong Special Administrative Region (HKSAR) into disrepute, or which might associate the facility with illegal or immoral activities, or which might contain any immoral, illegal, defamatory or political materials.
5. 不得對使用展城館或展城館任何部分的人士及／或展城館任何職員或在展城館當值的任何公職人員造成妨礙。
No obstruction shall be caused to anyone using the Gallery or any part thereof and/or any staff of the Gallery or any public officer on duty there.
6. 不得用近鏡拍攝展城館個別的參觀者、職員或未經批准拍攝的展品。
There shall not be any close-up shots of individual visitors, staff of the Gallery or exhibits which have not been approved for shooting.
7. 在展城館拍攝期間，不得使用爆炸品、危險或構成環境污染的物品。
No explosives, dangerous goods or material causing environmental pollution are allowed to be used during the shooting in the Gallery.

8. 展城館內不准吸煙。
No smoking is allowed in the Gallery.
9. 必須嚴格遵守並遵循所有規管有關物業內的公眾行為的相關附例和規定，以及展城館職員的指示。
All relevant by-laws and conditions governing the conduct of the general public in the property and directions given by the staff of the Gallery shall be strictly observed and followed.
10. 如拍攝外景引致展城館的財物損毀，或公眾人士或展城館的佔用人(不論是職員、租戶、參觀者、獲邀者或持牌人)或拍攝一方的成員損傷，或與這些情況有關，申請公司須承擔責任。
The Company shall be liable for any damage to the property of the Gallery or injury to members of the public, or the occupants of the Gallery whether they be staff, tenants, visitors, invitees or licensees, or to members of the filming party, arising from or in connection with the location filming.
11. 如外景拍攝活動引致他人在拍攝地點蒙受或經受任何損失、損害、損傷或死亡，或與這些情況有關，申請公司須就該人向香港特區政府作出的行動、索償及要求，向香港特別行政區政府作出賠償。
The Company shall indemnify the Government of the HKSAR against all actions, claims and demands by any person who sustains or suffers any loss, damage, injury or death in the filming area arising from or in connection with the location filming activities.
12. 申請公司須以香港特別行政區政府及申請公司聯名名義，自費購買公眾責任保險並提交有關保險文件的副本。
The applying Company is required to effect a public liability insurance at its own expense in the joint names of the Government of the HKSAR and the company, and submit a copy of the concerned insurance document.
13. 申請公司須保持拍攝地點整潔，離開交還場地時，場地必須整潔，符合展城館職員的要求。
The Company shall keep the shooting area clean and tidy, and upon leaving the venue, deliver the venue in a clean and tidy condition to the satisfaction of the staff of the Gallery.
14. 拍攝一方的成員必須佩帶展城館所發出的通行證，以方便識別身分。
Members of the filming party must wear passes to be issued by the Gallery for easy identification.
15. 如展城館的展品或任何部分的影像會見於任何出版物，例如在書籍刊登，或複製成光碟等，申請公司須贈予展城館一份，以作記錄。
A complimentary copy shall be sent to the Gallery for record if the images of exhibits or any part of the Gallery are selected to be published or reproduced for any kinds of publications, such as books, CD, etc.
16. 申請公司未得規劃署書面批准，不得把所拍得的任何鏡頭加插於非申請表格所註明的影片內。
The Company shall not, without prior written approval of PlanD, use any of the film shots in any film other than that stated in the application.

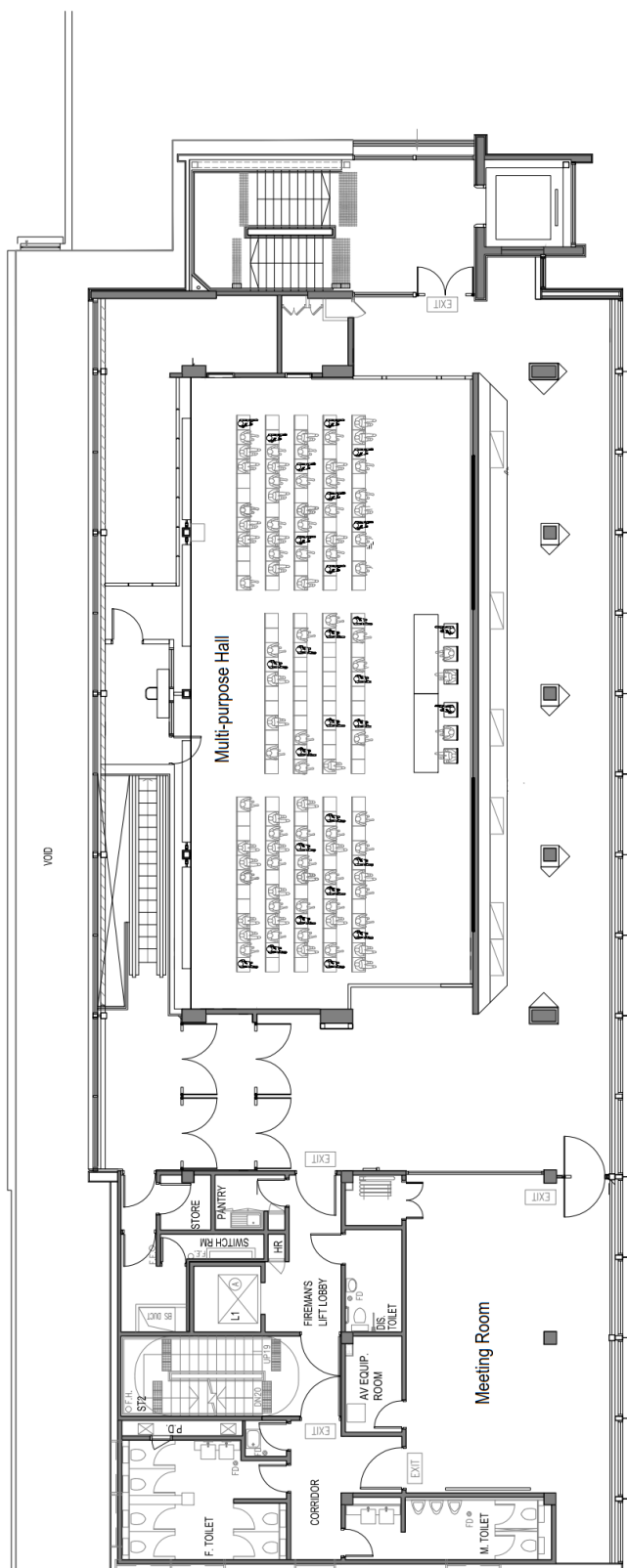
17. 申請公司須在其宣傳物品及相關的影片和出版物上適當鳴謝展城館。
The Company shall give due acknowledgement to the Gallery in the Company's publicity materials and the relevant films and publications.
18. 展城館保留隨時對申請公司使用展城館設施附加額外規定的權利，而有關的額外規定對申請公司同具約束力。
The Gallery reserves the right to impose at any time additional conditions on the use of the facility by the Company and the same shall be binding on the Company.
19. 此申請僅涉及在展城館拍攝外景，關於影片的製作，申請公司有責任向有關當局申請一切所需的牌照、許可證或許可。
This application only covers the use of the Gallery for location filming. The Company is responsible for obtaining all the necessary licences, permits or permissions for production of the film from the relevant authorities.
20. 如申請公司未能履行上述任何規定，或規劃署在准許的使用期內須收回展城館自用，或規劃署基於任何其認為適當理由而認為在准許的使用期內不適宜在展城館進行外景拍攝，規劃署有權撤銷使用場地的許可，而且無須預先通知，亦無須就申請公司所受的任何直接或間接損害作出賠償。如申請公司已繳付租場費，有關費用將按比例退還。
If the Company fails to observe any of the conditions set out herewith, or if PlanD should require to take over the Gallery for PlanD's own use during the permitted period of use, or if PlanD considers not suitable for location filming during the permitted period of use for whatever reason as appropriate, PlanD shall be entitled to withdraw the permission to use the venue without giving any prior notice and without incurring any liability to pay the Company any direct or indirect damages. The hiring charges, if already paid, would be refunded on pro-rata basis in such circumstances.



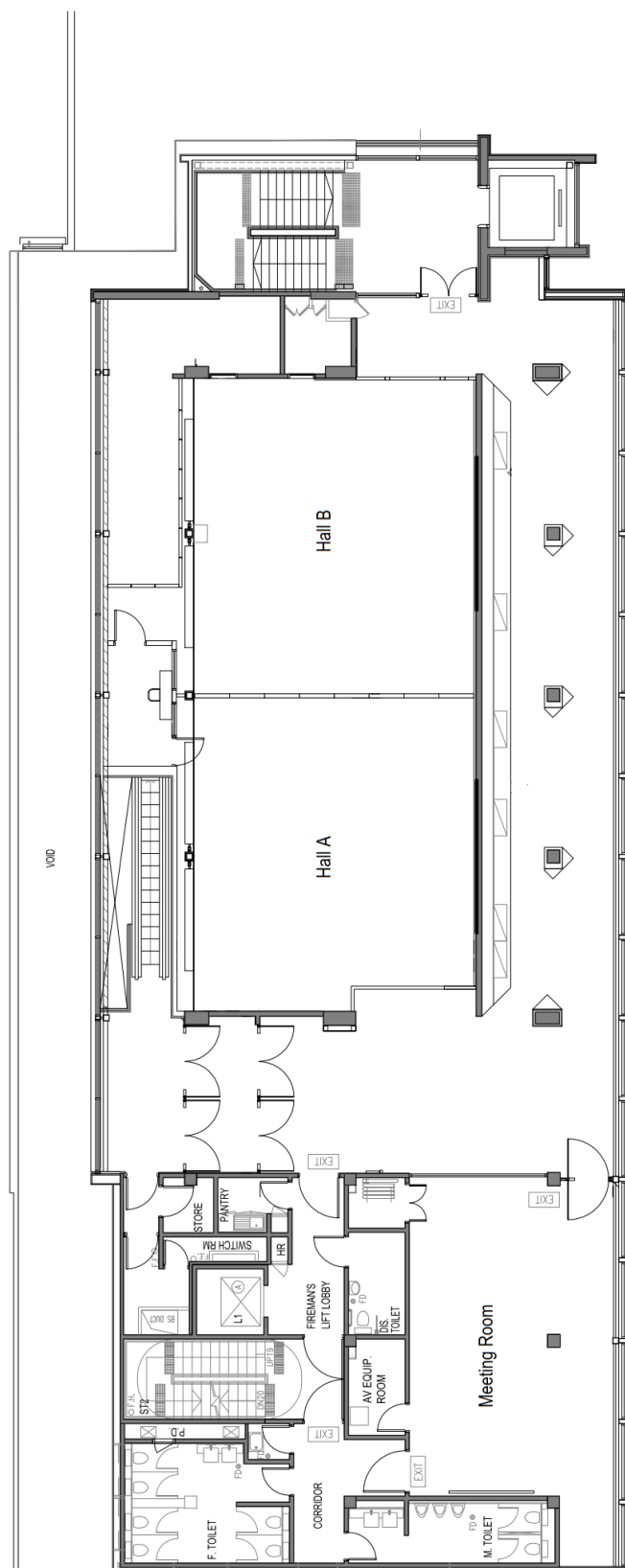
平面圖 - 地下
Layout Plan - Ground Floor



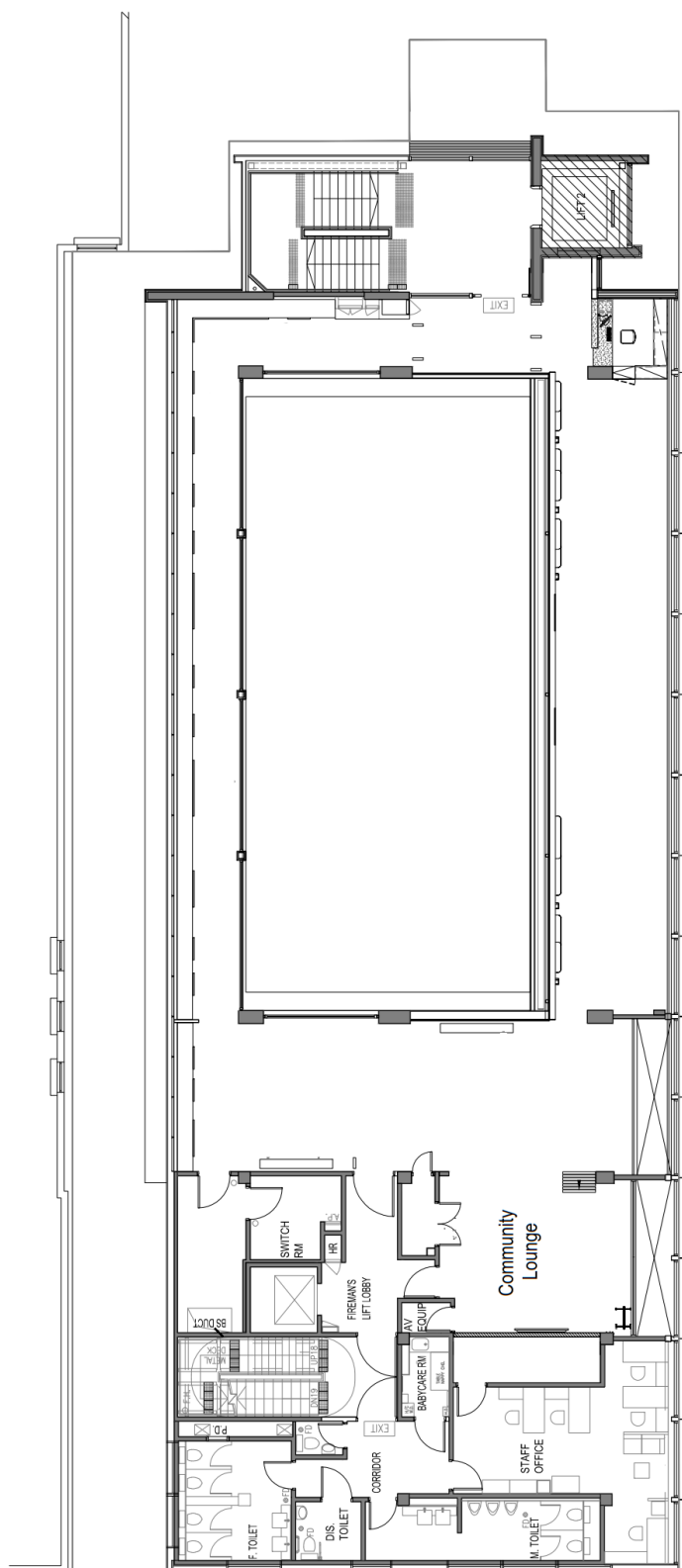
平面圖 - 二樓
Layout Plan - Second Floor



平面圖 - 三樓
Layout Plan - Third Floor



平面圖 - 三樓 (多用途廳 A 及 B)
Layout Plan - Third Floor (Multi-purpose Hall A & B)



平面圖 - 四樓
Layout Plan – Fourth Floor