



**Film Shooting Application Form**

**Important Notes**

1. Film shooting at the House is ONLY allowed at the Common Room, 1/F – 8/F lift lobbies, staircases, and applicant’s room during two time slots of 0900-1200 hrs and 1400-1800 hrs.
2. Extract of the script relevant to the application should be included.
3. This application should be submitted at least three (3) days in advance for approval.
4. During shooting, the applicant should be able to present the approved Application Form upon requested.
5. Security guards are authorized to intervene in or terminate any unapproved film shooting.
6. The applicant as well as all crew members shall be responsible for the facilities in the film shooting venue, and are liable for any loss, damage and breach of rules and regulations of the House.
7. Heavy lighting equipment (≥250w) is not allowed.
8. NTT management reserves the right to suspend or terminate any film shooting which causes nuisance to other residents.
9. The approval of shooting does not deprive the rights of other residents of using the facilities or venues of the shooting.
10. Confirmation of successful application will be forwarded to the applicant’s mail box.

Name of Applicant: \_\_\_\_\_ Room No: \_\_\_\_\_  
 Student I.D. No: \_\_\_\_\_ Tel. No: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Details of Film Shooting**

Date: \_\_\_\_\_ Venue: \_\_\_\_\_  
 Time: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Names of Crew Members:

	Students’ Name	Student ID No.	Room No.
1.			
2.			
3.			
4.			
5.			

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**(For NTT Use Only)**

**Approved / Not Approved** (Circle as appropriate)

\_\_\_\_\_  
NTT International House

\_\_\_\_\_  
Handled by / Date