

**Hong Kong Baptist University  
Office of Student Affairs  
Undergraduate Halls**

**Film Shooting Application Form**

**Guidelines on Film Shooting:**

1. Only residents and staff of HKBU departments/offices are eligible to apply for film shooting.
2. Film shooting is **ONLY allowed** in the open space on ground level of the Undergraduate Halls.
3. Film shooting is **ONLY allowed** within 9 am – 10:30 pm.
4. **Heavy lighting equipment (> 250w)** is not allowed.
5. Extract of the script relevant to the application should be submitted together with this form **at least 3 working days** in advance for approval.
6. During shooting, you should present the **Approved Form** if needed. Security Guards/staff are authorized to intervene or stop any unapproved film shooting activities.
7. All members should take care of all facilities and return them in good condition during and after shooting.
8. No electricity supply will be provided during the film shooting period.
9. The applicant is responsible for damages and breach of regulation. In addition to compensations, the privileges of abusers may be suspended.

**Application**

Name of Department/Office: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Student No.: \_\_\_\_\_

Position: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ HKBU E-mail: \_\_\_\_\_

Date of shooting: \_\_\_\_\_

Time Period: \_\_\_\_\_ (From) \_\_\_\_\_ (To) \_\_\_\_\_

Area of shooting: \_\_\_\_\_

Purpose: \_\_\_\_\_ No. of Crew Members: \_\_\_\_\_

Name of Members:

	Student Name (at least 1 resident)	Student No.	Room No.
1			
2			
3			
4			
5			

I have read the guidelines on film shooting above and agreed to abide by them. I will be responsible for any possible damages to hall property due to the film shooting.

Extract of the script attached

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**Office use only:**

**Approved / Not Approved**

Ref: \_\_\_\_\_

\_\_\_\_\_  
Undergraduate Halls

\_\_\_\_\_  
Date

Remarks: \_\_\_\_\_

(White)