

Hong Kong Academy of Medicine

Organization Address: 99 Wong Chuk Hang Road, Aberdeen, Hong Kong

Contact: General Secretariat, Hong Kong Academy of Medicine
Tel: 2871 8888
Fax: 2505 5577
Email: hkam@hkam.org.hk

Venues/Facilities: Forecourt (including carpark entrance), exhibition hall, lift lobby and foyer area, lift lobby and common area at 1/F, auditorium, lecture theatre, grand hall, function room and meeting room, and carpark area

How To Apply: Call before submitting the application form at least 14 working days before the proposed filming date to Hong Kong Academy of Medicine with information on the location, date, time, synopsis of the film, description of the scenes, nature of activities involved, size of the crew and power required. Application forms are available from 10/F General Secretariat, Hong Kong Academy of Medicine.

Fees: *Run Run Shaw Hall (739 sq m), Pao Yue Kong Auditorium (270 sq m) and Lim Por Yen Lecture Theatre (270 sq m)*
\$18,710 (basic charge) for the first 4 hours and \$4,700 for each additional hour thereafter
Function Room (124 sq m) and James Kung Meeting Room (110 sq m)
\$12,480 (basic charge) for the first 4 hours and \$3,130 for each additional hour thereafter
Forecourt (including carpark entrance), exhibition hall, lift lobby and foyer area on G/F
\$15,520 (basic charge) for the first 4 hours and \$3,890 for each additional hour thereafter
Lift lobby and common area at 1/F
\$12,480 (basic charge) for the first 4 hours and \$3,130 for each additional hour thereafter
Carpark area on LG/F
\$4,700 (basic charge) for the first 4 hours and \$1,210 for each additional hour thereafter
Other fees
Manpower cost: \$1,410/12-hour shift
Technician cost: \$550/hour per person
Air-conditioning and/or lighting for any internal areas: \$820/hour
Deposit: negotiable
Application fee: \$710 (non-refundable) (An application should be submitted with the pay-in slip or the application will not be processed. If an application is approved, the fee will be deducted from the total payable amount, otherwise, forfeited.)

PLI Cover: Applicants shall effect a public liability insurance in the sum of \$30 million in the joint names of the Hong Kong Academy of Medicine and the company at their own expenses, with terms and conditions to be approved by the Academy.

Remarks: 1) Applicants shall comply with the filming conditions as stated in their applications.
2) Location filming can only take place during 1900 - 0600 hours the following day on Mondays to Fridays, during 1400 - 0600 hours the following day on Saturdays, and all day on Sundays and public holidays.

香港醫學專科學院

地址: 香港香港仔黃竹坑道 99 號

聯絡: 香港醫學專科學院秘書處
電話: 2871 8888
傳真: 2505 5577
電郵: hkam@hkam.org.hk

場地/設施 前院(包括停車場入口)、展覽廳、電梯大堂、大堂、一樓電梯大堂及共用地方、大型演講廳、演講廳、大禮堂、多用途會議室及停車場。

申請手續: 先致電聯絡，然後於拍攝日期前 14 個工作天向香港醫學專科學院遞交申請表，並提供以下資料：拍攝地點、日期、時間、故事大綱、有關場面的說明、活動性質、拍攝隊伍人數及所需電力供應。申請表可向香港醫學專科學院秘書處索取。

收費: *邵逸夫樓(739 平方米)、包玉剛演講廳(270 平方米)及林伯欣演講廳(270 平方米)*
首 4 小時\$18,710 (基本收費)，及後每小時\$4 700。
多用途室(124 平方米)及孔祥勉會議室(110 平方米)
首 4 小時\$12,480 (基本收費)，其後每小時\$3,130。
前院(包括停車場出口)、展覽廳及地下大堂
首 4 小時\$15,520 (基本收費)，其後每小時\$3,890。
一樓電梯大堂及共用地方
首 4 小時\$12,480 (基本收費)，其後每小時\$3,130。
地庫停車場
首 4 小時\$4,700 (基本收費)，其後每小時\$1,210。
其他收費：
看守員工每更(以 12 小時計算)\$1,410
每位技術人員每小時\$550。
使用室內冷氣及 / 或燈光須另付每小時\$820。
保證金：可議
手續費：\$710 (不可退回)，遞交申請表時須夾附手續費收據單，否則申請不獲考慮。(如獲准拍攝，手續費可於總拍攝收費內扣除。)

公眾責任保險: 申請者須以香港醫學專科學院及製作公司聯名名義，自費購買 3,000 萬元的公眾責任保險。有關保險條款須獲學院批准。

備註: 1)申請者須遵守申請書上列明的拍攝條款。
2)拍攝只可於下列時段進行：
~ 星期一至五晚上 7 時至翌日早上 6 時；
~ 星期六下午 2 時至翌日上午 6 時；以及
~ 星期日及公眾假期全日內進行。

**Application Procedures, Conditions and Charges
for Location Filming at
the Hong Kong Academy of Medicine Jockey Club Building**

A. Application Procedures

1. The applicants shall submit their application forms to the Secretariat of the Hong Kong Academy of Medicine (Academy) at least 14 working days before the proposed filming date. If the location filming requires the hiring of facilities, extra resources, furniture or equipment, the applicants shall follow the hiring procedures, conditions and rules in respect of the facilities.
2. Details of the scenes to be taken, nature of activities involved, and exact location of the filming should be clearly stated in the application form. (The applications must be accompanied by full scripts/ synopsis / story board for consideration by the House Committee of the Academy.)

B. Charges

1. The Academy levies rental and administrative charges on location filming at its facilities for commercial purposes. (The rental and the scale of the administrative charges is listed in the appendix.)

C. Conditions

1. The Filming Company (subsequently refers as the Company) which has made an application for location shooting is responsible for obtaining all the necessary licenses and permits from the Government and other related competent authorities (if any) in carrying out the location filming.
2. The Company shall observe and comply with the public Health & Municipal Services Ordinance, and all rules, by-laws and regulations made thereunder, and any other applicable enactments.
3. The Company shall restrict the use of the facilities 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 or damage to the property and facilities of the Academy or any other persons.
4. The company shall guarantee that the scenes being shot does not contain obscenity, violence, stunts, gun fights, explosions, gambling or any action which may adversely affect the image to the Academy, its building or the medical profession as a whole.
5. The Company shall not allow any third parties (other than those permitted by the Academy) to enter or use the facilities.
6. The Company shall pay rental for filming location and the administrative charges for the facilities and, where necessary, any such other charges in connection with the use of the facilities, e.g. furniture and equipment.
7. The Academy shall reserve the right to revise the rate of administrative charges for the facilities, and the Company shall pay the charges at the rate prevailing at the time of the location filming and the use of the facilities.
8. The Company shall not collect any money or accept any gratuity in any form from users or visitors of the facilities during the period of location filming and the use of the facilities.
9. The Company shall not cause or permit to cause any disturbance to other activities held at the Academy or cause any nuisance to the public.
10. The Company shall not use the Academy or permit or suffer the same to be used for any illegal or immoral purpose.
11. The Company shall follow the directions and instructions of the staff of the Academy or its authorized person.

12. The Company shall upon its leaving the Academy or upon the expiry of the permitted period of use as the case may be:
 - remove at its own cost all of its equipment, fitting and fixture from the Academy; and
 - deliver up the Academy in a clean, hygienic and tidy condition to the satisfaction of the Academy.
13. The Company shall not film or record or portray anything which might bring the Academy into dispute or which might associate the Academy with illegal or immoral activities.
14. The Company shall effect a public liability insurance at its own expense in the sum of \$30 million in the joint name of the Hong Kong Academy of Medicine and the Company, with terms and conditions to be approved by the Academy. Such insurance shall cover liability to pay damages or compensation as a result of any death of or injury to any person or loss of or damage of property of any person arising out of any of the Company's misconduct, omission or default at the time of using the facilities concerned. The Company shall ensure that such insurance is kept in force during the permitted period of use and shall, if required by the Academy deposit with it for safe keeping such policy of insurance together with the receipt for payment of the premium.
15. The Company shall fully indemnify the Academy against any all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which the Academy may sustain or incur or which may be established against it by any person and which in any person and which in any case arise out of:
 - a) the Company's negligence, recklessness or willful misconduct;
 - b) the Company's breach of any conditions set out herein; or
 - c) any of the Company's unauthorized act or omission.
16. For the purpose of implementing the condition set out herewith, any act, default, neglect or omission committed by any servants, agents, contractors, or associates of the Company shall be deemed to be the Company's act, default, neglect or omission.
17. For the avoidance of doubt, it is clearly stated that the permitting of the use of the facilities is personal to the Company and there is no intention on the part of the Academy to create a tenancy of whatsoever nature in the Company's favor. The Academy shall have unimpeded access to the filming location at all times during the permitted period of use.
18. If the Company should fail to observe any of the conditions set out herewith, or if the Academy should require to take over the facilities for its own use during the permitted period of use, the Academy shall be entitled to withdraw the permission to use the facilities without giving any prior notice and without incurring any liability to pay the Company any direct or indirect damages. The administrative charges paid by the applicant would be refunded in such circumstances.
19. The Company shall not, without prior approval of the Academy in writing, use any of the film shots in any film other than that stated in the application.
20. The Company shall submit, upon request by the Academy, the final version of the filming to the Academy for vetting before showing it to the public.



**Application for Location Filming at
the Hong Kong Academy of Medicine Jockey Club Building**

1. Particulars of Company

Name of Company: _____

Address: _____

Name of Person-in-charge: _____

Position: _____

Telephone No.: _____

Fax No.: _____

2. Particulars of Filming

Name of the film / Programme: _____

Proposed Filming Date & Time: _____

Exact Location: _____

Purpose of Filming*:

Commercial / Advertising / Promotional / Archival /
Public Affair / Documentary / Educational

Others: _____

Filming Schedule:

Arrival: _____

Moving Out: _____

Brief Description of the Scene(s): _____

& Activities Involved

(Full Scripts/ Synopsis/ Story board of the scenes being shot
should be attached for reference)

3. Broadcasting Schedule / Timetable of Release

Date: _____

Time: _____

Channel / Circuit: _____

District: _____

4. List of Director,

Actors and Actresses:

5. Size of Filming Crew

including Cast:

6. Equipment List:

7. Electricity Requirement:

8. Undertaking

If approval is given to this application for location filming, I, being the Company's authorized person, hereby declare that I agree to strictly abide by the general house rules of the Hong Kong Academy of Medicine as well as the Rules and Conditions as stated in this form.

Signature: _____ Organization Chop: _____

Name: _____ Date: _____

Notes: *The Company should submit this application form at least 14 working days prior to the actual date of filming. Any amendments to the wordings in the form must be initialed. The above information is for proceeding of location filming application only. For change of or access to personal data, please contact the Secretariat of the Hong Kong Academy of Medicine.*

**Pls delete as appropriate.*