

**General Rules for Film Shooting at
Chinese Temples Committee administered temples**

A. Before the film shooting

- (1) All Chinese Temples Committee (Committee) administered temples accept applications for location shooting in normal circumstances. However, applications for location shooting at those temples which have been designated as Grade I historical buildings by the Antiquities Advisory Board (*see Annex*) will ONLY be considered for producing documentary and for promoting Chinese temples, traditional culture, tourism or Hong Kong, all location shooting for commercial purposes will NOT be entertained in order to minimize any possible damages to those structures of historical significance and disturbances to the worshippers.
- (2) All applications for location shooting including a script of the related play in a film must be submitted to the Chinese Temples Committee for consideration and approval. Applications lodged in March to November will be processed in **7 working days** and applications lodged in December to February will be processed in **10 workng days**.
- (3) A standard administrative fee payable to the Committee and a service fee (including electricity charges) payable to the temple-keeper will be charged as follows, (waived for public bodies and charitable institutions or trusts who are exempted under Section 88 of the Inland Revenue Ordinance) : -
 - (a) Administrative fee – \$1,000 per hour or part thereof with a minimum charge of \$5,000.
 - (b) Service fee – \$100 per hour or part thereof with a minimum charge of \$500.
- (4) The applicant will indemnify the Committee against any public liability arising as a result of the location shooting in the temple, inclusive of any claim lodged by third parties owing to any behavior or negligence of the applicant.
- (5) The applicant will lodge with the Committee a public liability insurance policy with a minimum sum insured of HK\$10 million covering any liability in relation to Clause (4) above, and Clause (1) under the heading “In the course of the film shooting” below.
- (6) The story and script related to the location shooting shall not carry or reflect any disrespect to religious belief nor should it be of immoral, defamatory or political flavour. No deviation to the original script which has been vetted and accepted by the Committee can be made unless with prior consent from the Committee.
- (7) Applicant is liable to surcharges for any overrun in shooting out of approved filming hours. These charges shall include the administrative fee, the service fee and overtime payment for the staff member of the Committee. The rate of the surcharges follows the standard charges stated in paragraph 3 above.
- (8) The film shooting hours will be from 1000 hours to 1600 hours on weekdays. Only in exceptional circumstances would the film shooting be allowed to take place on Saturday, Sunday or public holiday. If such a case arises, the staff member of the Committee on duty will be eligible for overtime payment chargeable to the applicant.

- (9) In no circumstances would the film shooting time be permitted to last for more than two consecutive days.

B. In the course of the film shooting

- (1) The applicant will exercise utmost precaution so that no damage will be caused to the temple, its furniture, fixtures and religious articles. In case of any damage occur, the applicant should compensate the Committee in full.
- (2) The applicant will cause no undue disturbances to the worshippers and the keeper of the temple.
- (3) The name of the temple shall not be depicted. Close-up shot of any statues inside the temple is also prohibited.
- (4) Blasphemous, obscene, violent or contemptuous act will not be allowed.
- (5) The use of explosives and pyrotechnic materials in the course of the film shooting is prohibited.
- (6) The applicant will appoint a contact person to oversee the course of film shooting and liaise with the representative of the Committee on site.
- (7) Whenever there is a need to use of high consumption electrical appliances, the applicant must ensure that there is no overloading to the electricity supply system of the temple.
- (8) No alteration to the temple or display of visual materials at the scene tarnishing the image of the temple will be allowed.
- (9) The representative of the Committee who is on duty to oversee the location shooting will be authorized to stop the film shooting at any time if he reasonably believes that the prescribed conditions were not complied with and that the person in charge of the filming refuses to take heed of his advice or warning. The Committee would not be liable to any compensation for loss arising from such termination.
- (10) The Committee reserves its rights to withdraw approval granted for the location shooting at any time before or during the location shooting in circumstances mentioned in Clause 9 above. The Committee is not liable for any loss of the applicant as a result of the withdrawal.

C. After the film shooting

- (1) After the location shooting, the applicant will clean-up the temple premises and remove all refuse.
- (2) No member of the working crew or film shooting equipment will be allowed to remain in the temple after the film shooting hours.
- (3) A roller credit acknowledging the assistance of the Committee should be shown at the end of the trailer.

D. Undertaking

- (1) The Committee has the absolute authority to decide whether to accept any application and to reject those applications not in full compliance with the above terms and conditions.
- (2) If approval is given to an application, the Committee may request the applicant to sign an undertaking declaring to comply with the above terms and conditions.

E. Application review

- (1) If the applicant is recalcitrant with his / her application being rejected, he / she can submit a written statement together with new information to the Committee requesting for a review of the Committee's decision within 10 days after notification of result. However, the Committee does not guarantee the result of the review would be available before the original proposed shooting date.

(A) List of Chinese Temples Committee administered Temples designated as Grade I historical building by the Antiquities Advisory Board

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|---------------------------------|------------------------------------|
| (1) Tam Kung Temple, Shaukeiwan | (5) Hau Wong Temple, Kowloon City |
| (2) Lin Fa Kung, Tai Hang | (6) Tin Hau Temple, Joss House Bay |
| (3) Hung Shing Temple, Aplichau | (7) Pak Tai Temple, Cheung Chau |
| (4) Pak Tai Temple, Wanchai | (8) Hau Wong Temple, Tai O |

(B) List of those Chinese Temples Committee administered temples where location shooting may be permitted

- (1) Hong Kong District
- Shing Wong Temple, Shaukeiwan
 - Tin Hau Temple, Shaukeiwan
 - Tam Kung & Tin Hau Temple, Happy Valley
 - Tin Hau Temple, Aberdeen
 - Kwun Yum Temple, Aplichau
- (2) Kowloon District
- Tin Hau Temple, Cha Kwo Ling
 - Tin Hau Temple, Tokwawan
 - Pak Tai Temple, Hok Un Kok
 - Kwun Yum Temple, Hunghom
 - Sam Tai Tsz & Pak Tai Temple, Shamshuipo
 - Tin Hau Temple, Shamshuipo
 - Mo Tai Temple, Shamshuipo
- (3) New Territories & islands
- Che Kung Temple, Shatin
 - Tin Hau Temple, Peng Chau
 - Hung Shing Temple, Cheung Chau

華人廟宇委員會轄下廟宇拍攝電影申請表

Application for Film Shooting at Chinese Temples Committee Administered Temples

1. 機構名稱 :
Name of Company _____
 2. 負責人 :
Name of Officer-in-charge _____
 3. 職位 :
Position held _____
 4. 地址 :
Address _____
 5. 聯絡電話 :
Contact Phone No. _____
 6. 傳真號碼 :
Fax No. _____
 7. 擬拍攝活動的日期及時間 :
Proposed Shooting Date and Time _____
 8. 拍攝活動所需時間 :
Duration _____
 9. 確實拍攝地點 :
Exact Filming Location _____
 10. 拍攝用途 : 商業 / 廣告 / 推廣 / 檔案紀錄 / 記錄片 / 教育*
Purpose of Filming Commercial/ Advertising/ Promotional/ Archival/
Documentary/ Educational* _____
 11. 取景片段及活動簡介 :
Brief Description of Scene &
Activities _____

- (請附上拍攝片段的詳盡劇本，以供參考)
(Full scripts being shot should be attached for reference)
12. 播映日期 :
Broadcasting Date _____
 13. 拍攝隊人數 :
Size of Filming Crew _____
 14. 拍攝器材詳情 :
Equipment List _____

承諾書

Undertaking

本人以申請公司授權人身分，聲明有關申請獲批准後，定當恪守<華人廟宇委員會轄下廟宇拍攝影片時所須遵守的一般守則>中所列明的所有規則及條件。

I, being the Company's authorized person, hereby declare that if approval is given to this application, I would strictly abide by the "General Rules for Film Shooting at Chinese Temples Committee administered temples".

簽署 :
Signature

姓名 :
Name

機構蓋章 :
Organization
Chop

日期 :
Date

*請刪去不適用者

Delete where inappropriate

如在呈交申請表格後欲更改上列資料或有任何查詢，請致電 3718 6871 與華人廟宇委員會秘書處助理經理聯絡。

If any amendment or inquiry is required to be made in relation to this form after submission, please contact the Assistant Manager of the Chinese Temples Committee Secretariat at 3718 6871.