



奧運大樓管理有限公司
MANAGEMENT COMPANY OF OLYMPIC HOUSE LIMITED

奧運大樓拍攝須知 (包括攝影、攝錄及其他有關活動)

Notes for Film Shooting, Photo Taking and Related Activities at Olympic House

1. 所有在奧運大樓攝影、攝錄及其他有關活動必須預先得到奧運大樓管理有限 (管理公司)公司批准。
 All film shooting, photo taking and related activities at Olympic House (OH) are prohibited unless with the prior consent of Management Company of Olympic House Limited (MCOHL).
2. 申請者須於提交申請表格 (OH20-FS/PT/RA) 時，閱讀、明白及接受有關「奧運大樓預訂場地及收費守則」。
 The Applicant should read thoroughly the “Terms and Conditions for Use of Meeting Facilities and Services at Olympic House” as appropriate and accept all the terms and conditions before submitting the relevant application form (OH20-FS/PT/RA).
3. 申請者需提供足夠安全措施及需自費購買保險。管理公司會按個別情況要求申請者購買額外保險。
 The Applicant should provide sufficient safety precaution and insurance coverage for the entire event. Additional insurance premium may be required; it will be dependent on the assessment made by the MCOHL’s insurer case by case.
4. 申請表格需在擬拍攝日期前三個星期提交至管理公司。
 The application form should be submitted **three weeks in advance of the event day**.
5. 傳媒申請與管理公司職員、得獎運動員採訪或報導有關奧運大樓舉辦之活動，須在拍攝日期前七個工作天提交申請表格 (電話：2504 8504 / 傳真：2881 1859)。不設收費。
 Application from the **mass media** for interviewing MCOHL staff, scholarship athletes, or covering MCOHL activities which may involve film shooting/photo taking at OH should be forwarded to MCOHL (Tel.: 2504 8504, Fax: 2881 1859) **7 working days** in advance or as appropriate. No charge is normally required.
6. 體育總會、與體育有關的團體、政府部門或其他機構必須在擬拍攝日期前三個星期提交申請表格 (電話：2504 8504 / 傳真：2881 1859)。收費如下：
 Application from **National Sports Associations, Sports Related Organisations,**

Government Departments and other organisations should be submitted to MCOHL (Tel.: 2504 8504, Fax: 2881 1859) for event to be held at OH **3 weeks prior to the event day**. The charges are as follows:

性質 Nature	每個拍攝地點 Each Location	電力供應 Electricity Supply	保險費用 Insurance Charge	訂金 Deposit
拍攝 Film Shooting	每小時\$2,600 per hour	每小時\$1,300 per hour	視乎拍攝情況而定 To be confirmed	三小時或以下： 3 hours and below: \$10,000 三小時以上： above 3 hours: \$100,000
攝影 Photo Taking	每小時\$2,600 per hour	每小時\$1,300 per hour	視乎拍攝情況而定 Case by case	三小時或以下： 3 hours and below: \$5,000 三小時以上： above 3 hours: \$30,000

7. 如拍攝期間需管理公司職員協助，申請者須支付有關費用。管理公司收到申請後將提供有關費用的詳細資料。

The Applicant is required to pay the overtime allowance for MCOHL staff involved in the event. Details will be provided to the Applicant upon receipt of the application.

8. 如在星期日、公眾假期或辦公時間 (即星期一至星期五早上九時三十分至下午六時及星期六早上九時三十分至中午十二時三十分) 外拍攝，須繳付額外費用。費用會視乎安排管理公司職員人手而定。管理公司收到申請後將提供有關費用的詳細資料。

Additional charges for an event taking place on Sunday, public holiday and hours outside the normal office hours (i.e. 9:30am – 6:00pm from Monday to Friday, 9:30am – 12:30pm on Saturday). The additional charges will be dependent on the number of MCOHL staff involved. The Applicant will be provided with the relevant details upon receipt of the application.

9. 管理公司有權撤回准許申請者使用該設施進行拍攝的決定而無須事先給予通知，亦不會因而招致向申請者支付任何直接或間接損害賠償的法律責任。

Permission to carry out the film shooting, photo taking or related activities at OH may be revoked by MCOHL at any time with very short notice or even without notice. MCOHL has no liability for any loss or damages incurred in such case.

10. 如有任何查詢，請與管理公司職員聯絡，電話：2504 8504。

For enquiry, please call MCOHL at 2504 8504.

奧運大樓管理有限公司

MANAGEMENT COMPANY OF OLYMPIC HOUSE LIMITED

2005 年 8 月

August 2005