



## MANAGEMENT COMPANY OF OLYMPIC HOUSE LIMITED

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

1. All film shooting, photo taking and related activities at Olympic House are prohibited unless with the prior consent of Management Company of Olympic House Limited (“MCOHL”).
2. 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 (OH09\_FS/PT/RA).
3. The Applicant should provide sufficient safety precaution and insurance coverage for the entire event. Additional insurance premium may be required; it will depend on the assessment made by the insurer case by case.
4. Application from the **mass media** for interviewing or covering activities which may involve film shooting/photo taking at Olympic House should be sent to MCOHL **7 working days** in advance or as appropriate by email at [mcohl@hkolympic.org](mailto:mcohl@hkolympic.org) or fax at 2881 1859. No charge is normally required.
5. The application form should be submitted **three weeks prior to the event day**. The charges are as follows:

Nature	Each Location	Deposit
<b>Film Shooting</b>	\$3,900 per hour	3 hours and below: \$10,000 Above 3 hours: \$100,000
<b>Photo Taking</b>	\$3,900 per hour	3 hours and below: \$5,000 Above 3 hours: \$30,000

6. The Applicant is required to pay the overtime allowance for MCOHL staff involved in the event. For example, when event takes place out of the normal office hours, charges and details will be provided to the Applicant upon receipt of the application.
7. Permission to carry out the film shooting, photo taking or related activities at Olympic House 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.
8. For enquiry, please call MCOHL at 2504 8504.