

# User Agreement for the New Taipei City Filming Assistance Program

## 新北市政府協助影視拍攝作業注意事項切結書

\_\_\_\_\_ (Applicant's full name, hereinafter referred to as "we") hereby applies for assistance from New Taipei City in the production of \_\_\_\_\_ (title of work) and provides this affidavit to consent to the following terms and conditions.

- I. We agree to proceed with production in accordance with the information provided in the approved application, and the instructions of the location management authority (hereinafter "location management") and the Film Assist and Development Center ("FADC") of the Information Department of New Taipei City Government.
- II. We agree to follow the rules of the locations and avoid leaving any damage. Where facilities on set must be moved, repaired, or modified for filming purposes, we will not proceed until all three parties (Applicant, FADC, and location management) have completed technical inspection and the location management approves such actions. We will, after filming is completed at the said location, clean up and restore the set to its previous conditions to the standards, and by the deadline, specified by the location management.
- III. If we are unable to shoot, and wish to cancel filming at an approved location, we agree to notify the FADC by telephone or email at least one business day prior to the approved filming date. If we wish to reschedule a filming date, we agree to notify the FADC by telephone or email at least two business days prior to the approved filming date and the proposed new filming date and submit a new application.
- IV. We will purchase necessary insurance during the filming period to cover crew members, crew properties, and third persons involved in activities at the location. The FADC and the location management are not liable.
- V. We will take photos of the location before use and after use as references for restoration. We shall be held solely liable for any damage to the set and related equipment while they are provided for our use, and we shall be responsible for repairing them or paying for damages within a week, unless otherwise prescribed by the local management.
- VI. Where a location provided for our use is classified as a cultural asset or contains valuable artifacts or special facilities, we agree to follow instructions from the location management and FADC staff while filming.
- VII. We agree to participate in New Taipei City Government's promotional activities or submit behind-the-scenes photos and video clips of the film.
- VIII. We will give special thanks to the location management authorities involved, and include the names and logos of New Taipei City Government, Information Department of New Taipei City Government, and the Film Assist and Development Center in the opening or closing credits of the film.
- IX. We will, within one month of completing the shooting, submit a minimum of five photos of the set and five behind-the-scenes photos. One month before the film premiere, we will submit a minimum of five promotional photos of the film and a 30-second clip of the film. These materials are only to be used for not-for-profit promotions and record keeping by the Information Department of New Taipei City Government. Photos should be high-resolution (300dpi or above) and without watermarks.

X. We have read and understood the "Application Process and Important Notices for the New Taipei City Filming Assistance Program" and agree to accept all terms and conditions in this Affidavit. In the event of our violation of the rules set forth, we agree to accept any penalty imposed by the Information Department of New Taipei City Government.

The above is respectfully submitted to  
Information Department of New Taipei City Government

Applicant

Company Name : (Company and company representative seals)

Company Representative : (Signature)

Unified Business Number :

Address :

Contact Person for This Application :

Telephone :

Date:

#### Additional Clauses:

For those who violate the following rules, the New Taipei City Film Assist and Development Center (hereinafter referred to as the Center) may request the application unit to immediately cease filming and terminate the provision of assistance with filming. Subsequently, the Department of Information, New Taipei City Government may also, depending on the severity of the violation, suspend the provision of assistance with filming for a period ranging from six months to three years. The relevant violation records will also be published on the Center's official website, and the scope of the suspension of assistance provision includes applications submitted by the application unit, producer, director, and primary violator.

1. Unless there are force majeure such as natural disasters or unforeseeable events, the application units shall abide by the following rules:

If cancellation of a site survey, joint survey with relevant units, or filming application becomes necessary due to unforeseen circumstances, it is obligatory to inform the Department via telephone or email at least one working day before the scheduled date indicated on the application form. Similarly, any adjustments to the site surveying schedule must be communicated to the Department via telephone or email at least one working day prior to the scheduled date; adjustments to the joint survey with relevant units must be communicated at least two working days prior to the scheduled date; and adjustments to the filming date must be communicated at least seven working days prior to the scheduled date, along with all necessary documents for a re-application.

For those who fail to notify the Department of such cancellations or adjustments to the site survey, joint survey, or filming date more than twice (including twice), the filming assistance services may be suspended for a period of more than six months to, in severe cases, three years.

2. If the application unit conducts filming without obtaining prior consent from the Department and site management unit, or fails to adhere to the opinions and permitted conditions set forth by the Department or site management unit (including transferring all or part of the rights to use the site to others without consent), the filming assistance services may, depending on the circumstances, be suspended for a period of more than one year to, in severe cases, up to three years.

3. It is prohibited to move, repair, or modify facilities of the site during filming without the consent of the site management unit. If any changes are required, consent must be obtained from both the Center and the site management unit. Installation of any props that could cause damage to the site or cannot be removed is also prohibited.

For those who violate the above mentioned rules, the filming assistance services may be suspended for a period of more than six months to, in severe cases, three years.

4. To prevent disruption to the normal operating hours of the site, application units scheduled for site surveys or joint surveys with relevant units should be present at the site on time. If the application unit fails to arrive within 30 minutes of the scheduled time, the Department may immediately terminate the site or joint survey service. When applying for the use of public facilities that require support from public personnel for the filming, application units should accurately control the filming period to avoid disrupting regular operating hours. If the application unit fails to arrive at the scene within 30 minutes after the arrival of public personnel and does not proceed to film the supported items, the Department may immediately terminate this applied support service. For those who violate the aforementioned rules more than twice (including twice), the filming assistance service will be suspended for one year.

5. Should the application unit fail to complete the road right-of-way or road control application (including pedestrian walkway) prior to filming and proceed to film and conduct traffic control without authorization, the filming assistance services may be suspended for a period exceeding one year, and in severe cases, up to three years, as such act may compromise pedestrian rights.

6. Upon completion of the filming, the application unit shall restore the site according to the management standards before the deadline stated in the application or the deadline prescribed by the site management unit. If the borrowed site and relevant equipment are damaged, it is mandatory to complete the repairs or provide compensation within one week, unless otherwise specified by the site management unit, in which case their regulations shall prevail.

For those who violate the abovementioned rules, the filming assistance services may be suspended for a period of more than six months to, in severe cases, three years.

7. If the application unit fails to conduct filming according to the approved application documents or maliciously alters it through post-production processing, resulting in an adverse impact on the images of the city government or its subordinate agencies, the Department may request the application unit to delete relevant images or immediately remove the video from the internet. Additionally, filming assistance services may be suspended for a period exceeding one year, and in severe cases, up to three years.

8. When failing to provide photos of the set, behind-the-scenes photos, promotional photos of the film, and a 30-second clip of the film required for closing the case (as prescribed in Article 9 of the User Agreement for the New Taipei City Filming Assistance Program), the Department may suspend the provision of filming assistance services to the application unit until all case-closing requirements have been fulfilled.