

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: