

Taiwan Tech Application to Film on Campus

Applicant organization		Unified tax ID		Responsible individual				
Contact person		Contact number		E-mail address				
Mailing address								
Purpose	<input type="checkbox"/> Clothing catalog <input type="checkbox"/> Print media advertising <input type="checkbox"/> Wedding photography <input type="checkbox"/> Television show <input type="checkbox"/> Movie footage <input type="checkbox"/> Advertisement <input type="checkbox"/> Other							
Summary of filming	<p>✂ Please provide a summary of the program that you intend to film at the venue (append proposal)</p> <p>Scope of use:</p> <p>Number of personnel:</p>							
Applicant organization's statement	<p>The applicant agrees to abide by the terms of the Taiwan Tech guidelines and rules on providing venues for filming. If these terms are violated, the applicant agrees to cease shooting when notified by the university. The applicant bears all liability for injury, death, or property damage to an agency or third person caused by the filming. As a condition of using the school venues and resources, the applicant agrees to provide portions of the finished product free of charge to Taiwan Tech for use in its promotional materials, and authorizes the school to publicly use the provided materials with the stipulation that the university not profit from their use. (Company seal and responsible individual's seal)</p> <p>Applicant:</p> <p>Responsible individual:</p> <p>YYYY/MM/DD</p>							
Pricing standards (Check the option that applies)	Category	Usage period	Venue fee (NT)	Deposit (NT)	Administrative fee (NT)	Date	Items	Total
	Clothing catalog, print media advertising, wedding photography	1. Morning (08:00–12:00)	3,600	NA	NA		<input type="checkbox"/>	
		2. Afternoon (13:00–17:00)	3,600				<input type="checkbox"/>	
		3. Daytime (08:00–17:00)	7,000				<input type="checkbox"/>	
	Video (television show, movie footage, advertisement)	1. Morning (08:00–12:00)	50,000	30,000	1,500		<input type="checkbox"/>	
		2. Afternoon (13:00–17:00)	50,000	30,000	1,500		<input type="checkbox"/>	
		3. Daytime (08:00–17:00)	90,000	50,000	3,000		<input type="checkbox"/>	
		4. Evening (18:00–22:00)	70,000	40,000	3,000		<input type="checkbox"/>	
		5. All day (08:00–22:00)	150,000	80,000	6,000		<input type="checkbox"/>	
	Eligible for wedding photography fee waivers	<input type="checkbox"/> Faculty, staff, and workers <input type="checkbox"/> Direct relatives of faculty, staff, and workers <input type="checkbox"/> Alumni <input type="checkbox"/> Taiwan Tech students						
1. The usage period is calculated by the hour, with every 4 hours constituting one unit for payment; a usage period of less than 4 hours will be charged for a full 4 hours. 2. Applications to film are restricted to weekends, holidays, and winter and summer break; photography shoots for clothing catalogs, print media advertisements, and wedding photographs are exempt from this restriction so long as they do not interfere with teaching, research, or official university business. 3. Print media advertising refers to advertisements that are printed on paper, such as those printed in newspapers or magazines. 4. Industry-academia partners (please attach a copy of the contract) applying to film on campus for nonprofit purposes are eligible for 50% discounts.								
Organizer(s) 承辦單位		Co-organizer(s) 會辦單位		Approval 核定				

Please attach documentation proving eligibility for filming fee waivers or discounts here

Taiwan Tech Notice of Approval to Film on Campus

Applicant copy

Applicant organization			
Purpose			
Usage period	From YYYY/MM/DD to YYYY/MM/DD		
Venue scope		Number of personnel	
Contact person		Contact number	
Precautions	<ol style="list-style-type: none"> 1. Please show this approval notice to be admitted on campus for filming. 2. Vehicles must be parked in accordance with the Taiwan Tech Parking Management Regulations. 3. The applicant agrees to comply with the Taiwan Tech Management Guidelines for Filming on Campus. 4. Please notify the university of cancellations no later than 3 days prior to the originally intended usage period. 5. The usage period begins upon arrival at Taiwan Tech and ends when all personnel and equipment have been removed from the university following the completion of filming. 6. The use of flammable materials such as fire sources, natural gas, alcohol, fireworks, and firecrackers is strictly prohibited on campus. Please respect campus facilities during filming: do not engage in destructive behaviors involving nails, hammers, or paint, and maintain campus cleanliness. Dispose of any waste produced on the day of filming and restore the venue to its original state when finished. 7. If the film requires setup, temporary light installations, or other electrical equipment, please obtain approval from Taiwan Tech in advance. Please restore the venue to its original state after filming. 8. Taiwan Tech has the right to immediately terminate filming sessions that violate the management guidelines or relevant laws, and to withhold deposits and refuse refunds. Taiwan Tech may blacklist the applicant depending on the severity of the violation. 9. In the event of an emergency situation or other force majeure, Taiwan Tech will notify the applicant to reschedule or withdraw the application, and a full refund will be issued to the applicant. The applicant may not object or seek compensation. 10. The applicant must provide a receipt and the finished product when claiming the deposit, which will be refunded after the unit responsible for the management of the venue has conducted an inspection and verified the absence of damage to the venue and equipment and assessed any other matters to be completed. In the event of damage, the applicant must complete repairs by the deadline set by the management unit; if the applicant fails to do so, the management unit will complete the repairs or hire a third entity to do so, and the cost of the repairs will either be borne by the applicant or deducted from the security deposit. 		
Stamp of approval for venue use		Post-event Inspection Unit	
		<input type="checkbox"/> The venue has been restored; no outstanding matters <input type="checkbox"/> Return the security deposit <input type="checkbox"/> The venue has not been restored or outstanding matters remain <input type="checkbox"/> Withhold the security deposit	