

**NATIONAL TAIWAN UNIVERSITY**  
**Outdoor Venue Application for Filming on the Main Campus**  
**(Including Shuiyuan Campus)**

Renting Unit		Contact Person		Contact Number			
Person in Charge		National ID No.		Tax ID No.			
Purpose		Contact Address					
Summary of Filming Content	※ Please describe the content or outline the plot of the project to be filmed at the location (Length 3–4 A4 pages, approximately 600 words per page)						
Fee Standards (Please select)	Category	Time	Fee	Security Deposit	Personnel Management Fee	Selected Items	Fee Calculation:
	Clothing catalogue, print advertisement, or other commercial photography	1. Morning (08:00–12:00) 2. Afternoon (13:00–17:00) 3. Daytime (08:00–17:00)	NT\$2,000 NT\$2,000 NT\$3,600	N/A	N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Video (TV series, movie, or commercial, etc.)	1. Morning (08:00–12:00) 2. Afternoon (13:00–17:00) 3. Daytime (08:00–17:00) 4. Evening(18:00–22:00) 5. Full Day (08:00–22:00)	NT\$50,000 NT\$50,000 NT\$90,000 NT\$70,000 NT\$150,000	NT\$30,000 NT\$30,000 NT\$50,000 NT\$40,000 NT\$80,000	NT\$1,500 NT\$1,500 NT\$3,000 NT\$3,000 NT\$6,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Note: Fees are charged per four-hour block. A period of less than 4 hours will be counted as 4 hours.							
Processing Unit		Unit for Countersignature		Comments			
Notes	<ol style="list-style-type: none"> <li>The renting unit (applicant) agrees to apply for venue rental in accordance with National Taiwan University's <i>Directives for the Management of Filming at Outdoor Venues on the Main Campus (Including the Shuiyuan Campus)</i>.</li> <li>If the applicant needs to cancel the rental, they shall cancel the rental at the General Services Division, Office of General Affairs at least three days prior to the scheduled rental date, or the fee will not be refunded.</li> <li>The rental time shall start from the time the shooting equipment arrives at the University until all shooting equipment has been removed from the campus.</li> <li>The area in front of each department (graduate institute) and their courtyards are generally not for rent. Any use of said areas shall be approved by the department (graduate institute), which will decide whether any additional fees will be charged.</li> </ol>						

## Contract

National Taiwan University ("Party A") agrees to the request of \_\_\_\_\_ ("Party B") to rent the venue at the University for filming. This contract serves to protect the rights and interests of both parties.

1. **Obligations of Party A:** to rent the area of the University in question to Party B for filming

**Time Period :**

1. From \_\_\_\_\_ (mm/dd/yyyy) \_\_\_\_\_ (hh:mm) to \_\_\_\_\_ (hh:mm)

2. From \_\_\_\_\_ (mm/dd/yyyy) \_\_\_\_\_ (hh:mm) to \_\_\_\_\_ (hh:mm)

**Shooting Location(s)** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

2. **Obligations of Party B:**

- To maintain the order, cleanliness, and safety of the campus and be responsible for the restoration of the site. All expenses for related maintenance and restoration shall be borne by Party B.
- Party B may not disturb Party A's teaching and research activities.
- Videos and catalogues shall display the statement "Filmed at National Taiwan University" and the product shall be presented as a gift to the University. The security deposit will be refunded upon confirmation that the product has a positive publicity effect on the University. Those who fail to follow this requirement will not receive a refund of their security deposit.

**3. Disputes:**

If a dispute arises over the filming, both parties shall attempt to resolve it in good faith; otherwise, the representative of Party A (General Services Division, Office of General Affairs) shall rule.

Party A: National Taiwan University

Party B: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_(mm/dd/yyyy)