

BROADCASTING & FILMING WITHIN PUBLIC AREAS PERMIT

This permit is required to be completed when there is broadcasting, filming or photography within public areas of the Centre. Please complete and submit this permit application to your dedicated Suntec Point of Contact (SPOC) no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT.**

All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

Mandatory Requirements

- The applicant must obtain prior approval from Suntec Singapore before any activity can take place.
- Suntec Singapore permits filming and broadcasting within contracted/licenced areas without any prior approval.
- Filming within the foyers and public spaces of the centre should not hinder the general guest flow.
- All equipment setup must not cause trip or fall hazards.
- All filming must be undertaken and completed within the specified agreed time frame stated in this permit.
- Representatives of Suntec Singapore reserve the right to enquire and carry out routine supervisory checks on any onsite activities in and around the approved filming areas without prior notice as part of compliance measures.
- The applicant must ensure that the permitted areas are restored to the same condition with which they were handed over upon filming commencement.
- The applicant must be fully liable for any loss and/or damages incurred as a result of the filming as well as the charges for housekeeping activities if necessary.
- Suntec Singapore and its Management will bear no liability or responsibility for any loss of equipment and/or belongings during filming; or damage and/or injury incurred by any cast, crew or filming representatives on site.
- The applicant is required to share the final filming edit with Suntec Singapore prior to the publishing and distribution of any and all captured footage.
- The applicant expressly agrees that Suntec Singapore, exempt from liability, reserves the sole, absolute and continuing right to reject, refuse and/or discontinue the publication/distribution of the filmed footage.
- Suntec Singapore reserves the right to revoke permits, if deemed necessary.

Contact Details

Licensee/Authorised Party's Name:

Licensing Agreement Number:

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Event Name:

Event Location (Hall/Room Number):

Activity Start:

DATE	D	D	M	M	Y	Y
TIME	H	H	M	M	AM/PM	

Activity End:

DATE	D	D	M	M	Y	Y
TIME	H	H	M	M	AM/PM	

Contact Number:

Request Type:

Purpose

1) State the location of the proposed filming.

2) What equipment will be set up at the proposed location?

3) Please confirm the number of persons that will be present at the filming location.

4) Who will the filming footage be released to? (i.e. internal company only, public promotional material)

Declaration

I, the applicant, hereby acknowledge and agree to the mandatory requirements set out by Suntec Singapore.

Signature & Company Stamp

D	D	M	M	Y	Y	Y	Y
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For Internal Processing Only

Reasons for rejection:

SPOC's Signature: