

# 高雄 Film Kaohsiung

高雄有景

高雄市政府文化局  
影視發展暨拍片支援中心

Film Development And Production Center  
The Bureau of Cultural Affairs  
Kaohsiung City Government

Film Shooting Accommodation Subsidiary Plan (Pilot Program) for helping Video Production Firms  
- by Bureau of Cultural Affairs, Kaohsiung City Government

## Film Shooting Accommodation Subsidiary Plan (Pilot Program) for helping Video Production Firms – by Bureau of Cultural Affairs, Kaohsiung City Government

1. This Plan is compiled to encourage the video production firms to shoot films in Kaohsiung City (this City) in order to advertise the image of this City and to promote the development of video industry in this City.
2. Described below are the terms used in this Plan:
  - (1) Film: Means TV serial dramas, TV movies, documentary films, and High Definition of Cinema, as well as the movies produced with negative films in 16mm or 35mm or greater.
  - (2) Video firms: Means the motion picture, TV production house or video workshop legally incorporated in accordance with the laws enforced in Taiwan, the Republic of China.
  - (3) Accommodation expenses: Means the fees spent on the lodging in lawful lodging facilities.
3. When requesting for accommodation subsidiaries for its production crews according to this Plan during the film production period in this City, the video firms shall submit an application form, creative plan and company's business registration certificate to this Bureau before starting the shooting.
4. The accommodation subsidiaries will be granted if the Application Case meets any of the following terms:
  - (1) The content of the film shall contain the scenes that are identifiable as the locations of this City.
  - (2) The episode shall be correlated with this City.
  - (3) The content of the film shall convey a positive effect for advertising this City.

The application will be rejected if any of the followings is

involved:

- (1) The content of the film is featuring on the issues such as specific political group, political party or religious party, etc.
- (2) The film produced for running on TV channels operated by the central government or produced through the donation (subsidy) or the budget allocated by the government, or the film consigned by legal entity established through the fund donated by the central government.
- (3) The film that will be played on the INTERNET platform only.

The subsidy shall still be granted if any of the aforesaid issues specified in Item 1 is considered by this Bureau as qualified for the subsidies.

5. The subsidy allocated for the accommodation specified in this Plan shall be set at NT\$300 per person per day, and the total subsidiary amount for each case shall not be over NT\$1 million.

This Bureau shall be entitled to the discretionary power for reviewing and approving the documents submitted by the Applicant in order to decide the amount of subsidy.

6. To secure the subsidy approved for this Plan, within one month after completing the film shooting, the Applicant shall prepare original vouchers of accommodations obtained during the film shooting period, the production result report, and the DVD file containing the action photos or working photos being taken when shooting the film in this City, and then submit them along with the application letter to this Bureau for handling the disbursement and then the subsidy will be paid.

If the film is produced after December 01 and where the film belongs to the cross-year event, then the Applicant shall apply for the disbursement before the end of that fiscal year.

7. The subsidy will not be offered if any of the following occurs:
  - (1) Failing to apply for disbursement according to this Plan.

(2) When this Plan cannot be executed due to the exhaustion of yearly budget allocated for this Plan or the reduction or freezing of the budget.

(3) When the content of the film fails to achieve the effect of promoting this City.

(4) When other subsidies have been requested for the same case but the Applicant fails to state such fact in the application form or when the Applicant has received other kind of subsidies.

(5) When the Applicant commits major violation action during the film shooting period and when it has damaged the image of this City as being concluded by this Bureau.

8. The grantee shall comply with following requirements:

(1) After the film is broadcasted or released, the Applicant shall submit a complete film or edited footage of this City to this Bureau for filing.

(2) When completing and releasing the film, the end credits of the film and the visible position of promotional materials shall be marked with “Supported by Bureau of Cultural Affairs, Kaohsiung City Government” or the LOGO of this Bureau.

(3) The Applicant shall allow this Bureau to use the footage showing the images of locations or action photos of this City for non-profit earning purpose, such as promotion of the administration policies.

If the grantee breaches any of the aforesaid requirements and where the grantee fails to complete the improvement within the timeline as being required by this Bureau, then this Bureau may cancel the subsidy and shall pursue the subsidized sum.

9. The budget required for this Plan shall be disbursed from the annual budget allocated by this Bureau.

Attachment 1

# Film Shooting Accommodation Subsidiary Plan (Pilot Program) for helping Video Production Firms – by Bureau of Cultural Affairs, Kaohsiung City Government

《Cover Page》

Name of Plan:

Applicant:

Person-In-Charge:

Contact Telephone:

Application date: \_\_\_\_YY\_\_\_\_MM\_\_\_\_DD

(Photocopy allowed for this form. Please replicate beforehand)

(All application forms and attachments shall be submitted in A4-size paper  
and then compiled into volume form with a paper clip at the upper left  
corner)

(Do not add the Cover Page or compiled with other method)

## Film Shooting Accommodation Subsidiary Plan (Pilot Program) for helping Video Production Firms – by Bureau of Cultural Affairs, Kaohsiung City Government

Name of Plan:

Company Responsible Person (or Case Responsible Person)		Birth Date	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	ID Card No.	
Tel (Office)		Fax	
Mobile			
e-mail			
Company Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (zip code) ____ County (City) ____ Township (Township, City, District) ____ Village ____ Neighborhood ____ Road ____ Section ____ Lane ____ Alley ____ No. ____ FL-		
Communication Address			
Award Record	(Year / Name of the Work / Name of the Award / Place)		
Key shooting result	(Year / Name of the Work)		
Content of Plan and summary of features:			

Correlativity between the story, content of the film and Kaohsiung City

Positive effect of the film to promoting Kaohsiung City

Type of film:

Movie film (produced in 16mm, 35mm or above HD level)

TV film

TV serial drama

Documentary

Film length: \_\_\_\_hour \_\_\_\_minute \_\_\_\_second

Government subsidies of this company in last 2 years	Year	Subsidized by	Subsidized Item	Subsidized Amount

Budget (please fill in Arabic numeral number, and the amount shall be indicated in New Taiwan Dollars)

Total Budget

Requested total accommodate subsidiary amount

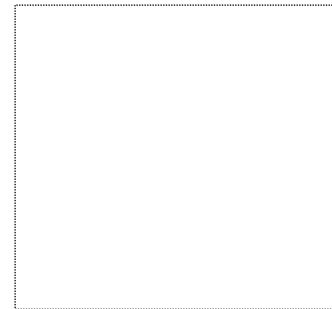
Number of tenants

Duration of Stay

Subsidies offered by other agencies	Name of Unit	Amount Requested	Result of Application

1. After reading the Subsidy Application Plan issued by your esteemed office, this application form is submitted according to the said plan. If the subsidy is granted, then we will comply with the requirements specified in the Guideline.

2. After the subsidy is granted, we will authorize the documents and information provided for such subsidy case free of charge and you may retrieve the scenery images of Kaohsiung City from the film for use in the non-profit earning purpose by Kaohsiung City Government.



3. We hereby declare that the information indicated in the Application Form and relevant attachment are true.

Application date: \_\_\_\_YY\_\_\_\_MM\_\_\_\_DD

\_\_\_\_\_  
 (Specimen seals of the applicant unit or the stamp of the applicant)

1. The applicant shall submit this Accommodation Subsidiary Plan beforehand.



After being reviewed and approved, the production team may negotiate accommodation details with the hotel. After the accommodation duration and the shooting period is over, the Applicant shall submit the accommodation voucher to this Bureau for handling the disbursement and payment procedure.

2. In the meantime, the Applicant shall submit complete set of the Plan and the information specified in Point 3: Application document of “Film Shooting Accommodation Subsidiary Plan (Pilot Program) for helping Video Production Firms – by Bureau of Cultural Affairs, Kaohsiung City Government.
3. When requesting for returning the Film Production Plan and application documents, then the Applicant is also required to submit the return mail envelope and address. If the subsidy is rejected, then these documents shall be sent back to the Applicant after completing the review.

# Accommodation Time Schedule

Shooting date: From \_\_\_\_YY\_\_\_\_MM\_\_\_\_DD to \_\_\_\_MM\_\_\_\_DD (if different shooting sessions are required, the Applicant may prepare another form and fill in the information in separate batch. Please code the number for different dates).

No.	Title	Name	Name of Hotel	Amount Per Person Per Day	Duration of Stay	Amount
1.				300		
2.				300		
3.				300		
4.				300		
5.				300		
6.				300		
7.				300		
8.				300		
9.				300		
10.				300		
11.				300		
12.				300		
13.				300		
14.				300		
15.				300		
16.				300		
17.				300		
18.				300		
19.				300		
20.				300		

21.			300		
22.			300		
23.			300		
24.			300		
25.			300		
<b>Total requested amount: NT\$_____</b>					

Notice:

- ◎ The Applicant can add additional space or make photocopies. Please fill in the name and the title of workers to facilitate the application approval.
- ◎ The production team approved for the accommodation subsidies shall be qualified for the subsidies unless staying in the **lodging facilities legally registered in this City** during the film shooting period.
- ◎ Amount of accommodation subsidy: **NTD300 per person per day** without the limit of the number of applicant.
- ◎ **The subsidies shall not be offered for the accommodation expenses required for the pre-production location hunting, the artwork displaying period, as well as the crews domiciled in Kaohsiung City, the apprentices, and the actor's assistant and broker.**
- ◎ Our annual budget is limited. To service other production teams, please fill out the application form according to actual demand to avoid false expenses.
- ◎ The applicant shall submit this Accommodation Subsidiary Plan beforehand. After being reviewed and approved, the production team may negotiate accommodation details with the hotel. After the accommodation duration and the shooting period is over, the Applicant shall submit the accommodation voucher to this Bureau for handling the disbursement and payment procedure.

No.	Title	Name	Name of Hotel	Amount Per Person Per Day	Duration of Stay	Amount
1	Director	Steven Spielberg	Howard Plaza Hotel, Kaohsiung	300	20 days	6,000
2	Actor	Brad Pitt	Howard Plaza Hotel, Kaohsiung	300	10 days	3,000
3	Actress	Nicole Kidman	Howard Plaza	300	10 days	3,000

			Hotel, Kaohsiung			
4	Cameraman	CHANG, Da-Hua	Zhongzheng Hotel, Kaohsiung	300	20 days	6,000
5	Executive Production	LIN, Ah-Fang	Zhongzheng Hotel, Kaohsiung	300	20 days	6,000
6	Script Supervisor	HUANG, Xiao-Ming	Zhongzheng Hotel, Kaohsiung	300	20 days	6,000
.....	.....	.....	.....	.....	.....	.....
<b>Total requested amount: NTD<u>xxxxxx</u></b>						

Example copy: Shooting date – May 10, 2030 to May 30, 2030

## Accommodation Subsidy Disbursement Principles and Method and Instructions

1. Please attach a cover page to the original voucher file, and it shall be produced according to the specified format. The stamp column in the aforesaid form shall be affixed with the stamps by the responsible person or unit.
2. In addition to submitting the Accommodation Expense Disbursement Form issued by the hotel. In the meantime, please also submit the daily tenant list when requesting for the disbursement.
3. Please attach the accommodation expense receipt (invoice) to the voucher sheet and then complete the disbursement procedure according to the requirements.
4. The accommodation expense receipt (invoice) shall include the required item name, quantity, unit price and amount and the buyer shall be the Applicant.
5. The accommodation subsidy shall be rated at NT\$300 per person per night and the excessive amount shall be paid by the applicant.
6. The Applicant shall indicate the part name, unit price and quantity in the invoice issued by the cash register. Further, the Applicant shall affix its stamp for confirmation.
7. Please attach the receipt (invoice) to the voucher sheet. The Applicant shall indicate the lodging date, number of guest rooms and number of tenants in the invoice and shall affix the stamp for confirmation.
8. Provided below are the instructions for the lodging expense and disbursement required during and after the film shooting in this city:
  - (1) When requesting for the subsidy, the Applicant shall issue the unified invoice or the receipt bearing the title of “Bureau of Cultural Affairs, Kaohsiung City Government” . The receipt shall include followings: Subsidy name, capitalized amount, stamp of the recipient, details address, ID Card number, and date.
  - (2) In addition to submitting the unified invoice or the receipt

to apply for the subsidy, the Applicant shall also submit original copy of unified invoice or receipt obtained from the hotels. If replicate copy (please add the wording of “Same as the original” ) shall be used due to certain reasons, then the Applicant shall state the reason and provide the declaration. If triplicate form is issued for the unified invoice or the receipt by the hotel, please submit Copy #2 and Copy #3 for requesting for disbursement; and same procedure also applies to the photocopy. Please also note if the following items are included:

- a. Name of the buyer (to be the firm requesting for subsidy).
- b. Invoice or receipt issuance date, which shall be within one month before and after the accommodation; if exceeding such date, the Applicant shall note “Payment for the accommodate expenses requested for the production team on …(month)…(date)” and the Applicant shall affix the seal of its responsible person for confirmation.
3. Seals of the company or the firm running the hotel and its responsible person, with profit-earning business unified invoice number, telephone and address indicated as well.
4. Name, quantity, specifications, unit price and total amount of the cargos.
5. Please note if the amount of unit price, quantity and total amount are consistent and correct.
6. The responsible person shall affix its seal on the altered text or digits for confirmation.