

**SUNTEC CITY FILMING & PHOTOSHOOT REQUEST FORM**

Please fill in the details of your request and submit the completed form to the Suntec City Marketing Communications Department via email at: [jennyteo@suntec-res.com](mailto:jennyteo@suntec-res.com) & [melissajadekong@suntec-res.com](mailto:melissajadekong@suntec-res.com)

Please allow 7 working days (before the commencement of the filming session) for the processing of this request with **submission of completed form.**

The approved filming request form must always be with the applicant while filming/ shooting on location.

Should you have any query, please do not hesitate to contact Jenny Teo at [jennyteo@suntec-res.com](mailto:jennyteo@suntec-res.com)

**INFORMATION ON THE FILMING/ PHOTOSHOOT PROJECT**

VENUE (Please specify exact location, eg. Fountain of Wealth, Retail Store etc. and provide photos of the locations if applicable):	
DATE/ DAY/ TIME (Duration of filming):	
TYPE OF FILMING (Videography and / or photography):	
TYPE OF PROJECT (i.e. Advertisement, TV Series, Documentary, Media Interview, Social Media content etc.):	
SYNOPSIS (Please indicate a summary of the scene that will be filmed at Suntec City) If inapplicable, please insert 'N.A.'	
SET-UP TIME:	
DISMANTLING TIME:	
PURPOSE OF FILMING:	
PUBLISHED/ TELECAST DATE:	

**FILMING SPECIFICATION**

<p>TOTAL NUMBER OF CREW AND CAST MEMBERS (LIST NAME &amp; WORK PERMIT/ LAST 4 DIGITS OF IC NUMBERS):</p>	
<p>LIST OF FILMING/ PHOTOSHOOT EQUIPMENT:</p>	
<p>VEHICLE TYPE &amp; NUMBER:</p>	

**PARTICULARS OF APPLICANT**

NAME OF APPLICANT:	
DESIGNATION:	
COMPANY:	
CONTACT NUMBER:	

By endorsing on this form, I hereby agree to abide by the terms and conditions stipulated in Appendix 1.

\_\_\_\_\_  
Name/ Signature

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Company name and stamp

<p><b><u>For Official Use Only:</u></b></p> <p><b>Approved / Rejected</b></p> <p>Signature:</p> <p>Name:</p> <p>Designation:</p> <p>Date:</p>
--

## **APPENDIX 1**

### **SUNTEC CITY FILMING TERMS AND CONDITIONS**

1. All filming to be undertaken by Individual &/or the Company (hereby referred to as the "Applicant") is restricted to the permitted areas within Suntec City (hereby referred to as the "Property") specified in the form.
2. All filming must be undertaken and completed within the specified time frame stated in the Filming Request Form. Any request(s) for changes in date/timing should be submitted to Suntec Real Estate Services Management Pte. Ltd. (hereby referred to as "Property Manager" representing the Management of Suntec City) at least 3 working days before the original scheduled time.
3. Please note the following:
  - Applicant must seek separate approvals from the respective tenants/ stores if filming is to be done within the tenants' store premises. All tenants' areas are not included. Kindly seek the required permission for the aforementioned.
  - Public walkways and corridors must not be blocked.
  - Loading &/ or unloading of heavy equipment or machineries cannot be carried out during mall operation hours from 10am -10pm.
4. The staff of Suntec City Security Team reserves the right to enquire/ check on any on-site activities within and around the approved filming premises, without prior notice, as part of our security measures when they do their rounds.
5. Suntec City is not obligated to and will not provide electricity supply for the filming. The Applicant should provide portable electricity supply for this purpose.
6. Throughout the use of the Property, the Applicant should ensure that the Property is not damaged or dirtied. The Applicant will be held liable and will have to make good for any loss of Suntec City's property, damages incurred as a result of the filming &/ or any charges incurred by Suntec City to clean up the area that was dirtied by the Applicant.
7. Suntec City will have no liability and will not be responsible for any loss of equipment/ props etc. used during filming, or damage or injury that may be incurred by any crew, cast members or any filming representatives on site.