

Oxley BizHub 2 - Use of Premises for Filming

The Management Committee (MC) of Oxley BizHub 2 (OBH2) welcomes the use of its premises for filming to project OBH2 as a vibrant place to work and do business at.

- 1) This policy is applicable for filming (any genre and any media – collectively termed ‘film’ & ‘filming’) at the common shared spaces within OBH2 premises, pre-approved for a specified period and for a specified purpose. The Film maker must be an authorised representative of an organisation who have been sanctioned by the aforesaid organisation for the filming.
- 2) Applications must be made at least five working days in advance.
- 3) All requests for filming must be approved by the MC – who reserves the sole rights to approve or reject the request without assigning any reasons.
- 4) Once approved, the Film maker must exercise care when filming at OBH2 to minimise disruption and inconvenience to businesses, tenants and visitors to the building.
- 5) The film maker will be responsible for providing own utilities & equipment. If OBH2 utilities or assets are consumed; MC may impose a SGD50 plus GST daily fee to recover cost of providing the utilities and usage of the equipment.
- 6) Film maker will be fully responsible for any damages or injuries sustained in the course of the filming and will release OBH2 from any liability whatsoever and howsoever arising from the filming. Film maker shall indemnify OBH2 from all claims, damages brought or instituted against OBH2 and shall bear all legal costs, expenses incurred or to be incurred by OBH2 as a result of the defending such claims or actions.
- 7) Film maker will be responsible for making good any loss or damage to OBH2.
- 8) Film maker will give on-screen credit to ‘Oxley BizHub 2’ for the use of OBH2 and on other publicity collaterals as appropriate.
- 9) MC will review and accept the requests based on the following guiding principles:
 - a) The film will support the growth of Business, Arts and Culture.
 - b) The film will have a strong social / environmental message for the betterment of society.
 - c) The film will enhance OBH2 as an environmentally and socially responsible property with a heart.
 - d) The film will not include criminal, offensive, political, racial, ethnic or personal messages.
 - e) The environment and animals will not be harmed during the making of the film and the safety of people at the scene will not be compromised.
- 10) MCST 4060 requests for a preview or link to the final product of the scenes showing OBH2.
- 11) The MC is responsible for the implementation of this use of OBH2 premises for filming policy and procedure effective 14 June 2017.

Oxley BizHub 2 - Use of Premises for Filming

All Terms and Conditions Accepted and Agreed to by and for:

PRODUCTION COMPANY: _____

By: _____ (Signature)

Name: _____

Designation: _____

Date: _____

APPROVED BY OXLEY BIZHUB 2 MANAGING AGENT:

By: _____ (Signature)

Name: _____

Designation: _____

Date: _____