

Request Form for Location Filming Support

Dear Okinawa Film Office

[Date]

I/we consent to the terms of agreement in the Appendix, and request location filming support as set forth below.

Information regarding Requesting Party			
Requesting Party	Address	Name	
	Representative	Signature	
Full Name of Contact Person		Contact Information for Contact Person	TEL: FAX: Mobile:
E-mail Address of Contact Person			

Information regarding Work to be Filmed			
Name of Work			
Type of Work	<input type="checkbox"/> Motion Picture <input type="checkbox"/> TV Program (<input type="checkbox"/> Drama <input type="checkbox"/> Variety Program <input type="checkbox"/> Travel Program) <input type="checkbox"/> TV Commercial <input type="checkbox"/> Promotion Video <input type="checkbox"/> Publication <input type="checkbox"/> Other (Specify: _____)		
Key Staff (Director, Performers, etc.)			
Synopsis / Scene Description			
Name of Production Company		Distributor / Broadcasting Station	
Release / Broadcast Schedule			Planned or Fixed
Attached Materials	<input type="checkbox"/> Proposal <input type="checkbox"/> Schedule <input type="checkbox"/> Script, Screenplay <input type="checkbox"/> List of staff and performers <input type="checkbox"/> Storyboard, concept art, etc. <input type="checkbox"/> Other (Specify: _____)		

(Send to E-mail : E-mail: filmoffice@ocvb.or.jp)

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Information regarding Filming Location			
Location Scouting Schedule	[] days during the following period: [Date] ~ [Date]		Planned or Fixed
Filming Schedule	[] days during the following period: [Date] ~ [Date]		Planned or Fixed
Full Name of On-Site Person in Charge		Contact Information for On-Site Person in Charge	TEL: FAX: Mobile:
Planned Key Location Sites			
Cast and Crew	Location Scouting: [No. of Individuals] Location Filming: [No. of Individuals] (comprised of [] Staff, [] Actors, and [] Others)		
Filming Vehicle	<input type="checkbox"/> [] Bus(es) <input type="checkbox"/> [] Passenger Vehicle(s) <input type="checkbox"/> [] Truck(s) <input type="checkbox"/> [] Van(s) <input type="checkbox"/> [] Other Vehicles		

Information regarding Type of Support	
Desired Support	<input type="checkbox"/> Selection of filming location, Support for location scouting <input type="checkbox"/> Accompanying for location scouting and/or location filming <input type="checkbox"/> Provision of materials relating to location filming (maps, photographs) <input type="checkbox"/> Introduction of filming support facilities <input type="checkbox"/> Support for negotiations to film at private and public facilities <input type="checkbox"/> Support for permit procedures relating to filming <input type="checkbox"/> Support for arranging accommodations <input type="checkbox"/> Requesting support from local residents <input type="checkbox"/> Support for arrangement of local extras, performers, and staff <input type="checkbox"/> Support for arrangement of dialect coaching <input type="checkbox"/> Support for arrangement of vehicles, equipment and other materials <input type="checkbox"/> Catering support <input type="checkbox"/> Other (Specify: _____)
Special Instructions regarding Request	

Questions	
Do you permit Okinawa Film Office to film on location (limited to cases where performers do not appear)?	Permit or Do Not Permit
Will you provide a copy of the Work to Okinawa Film Office?	Will Provide or Will Not Provide
Do you consent to including “Okinawa Film Office” in the credits for the Work?	Consent or Do Not Consent
Do you consent to on-location reporting by the local media?	Consent or Do Not Consent
Will you provide posters, signs, and other materials relating to the Work to Okinawa Film Office?	Will Provide or Will Not Provide

In requesting location filming support from Okinawa Film Office (“Organization”), Requesting Party understands and shall strictly comply with the following terms of agreement:

1. General Obligations of Requesting Party

- Requesting Party shall strive to clearly specify the contact person for communications with Organization.
- Requesting Party shall engage in location scouting, location filming, and other activities (“Filming”) at its own responsibility.
- Upon the request of Organization, Requesting Party shall provide cooperation and work that is necessary for Organization to provide location filming support. If such necessary cooperation or work is not provided, there may be cases in which Organization will not provide location filming support.
- Requesting Party shall submit to Organization a copy of the insurance policy or other document certifying that Requesting Party has enrolled in appropriate casualty insurance.

2. Prevention of Accidents and the Like

- When engaging in Filming, Requesting Party shall strictly comply with all laws and regulations and strive to prevent accidents.
- If accidents or other problems occur in connection with Filming, Requesting Party shall take appropriate measures, including notifying the police, fire department, and the like.
- If accidents or other problems occur in connection with Filming and Organization determines that Requesting Party will not be taking appropriate measures, Requesting Party shall immediately cancel Filming in accordance with Organization’s instructions.
- If accidents or other problems occur in connection with Filming, Requesting Party shall immediately report such accidents or other problems to Organization.

3. Insurance

- Requesting Party shall take out casualty insurance covering losses that may be incurred in connection with Filming.
- If Requesting Party causes extras, performers, staff, and other individuals participating in Filming who are introduced by Organization (“Participants”) to participate in Filming, Requesting Party shall include losses that may be incurred by Participants in the coverage of the insurance.

4. On-Site Coordination

- Before engaging in Filming, Requesting Party shall hold discussions with the owners or managers of the land and building that are the site

of such Filming, and if such persons give instructions, Requesting Party shall strictly comply with such instructions.

- If it is necessary to make noise, use nighttime lighting, or perform other acts that will cause an inconvenience for the residents of and others in the area surrounding the site of Filming when engaging in Filming, Requesting Party shall hold an explanatory meeting in advance, strive to gain the understanding of such residents and others, and take measures that are reasonably necessary to minimize the inconvenience to residents and others.
- If a crowd gathers on the site of Filming or it is expected that such crowd would gather, Requesting Party shall provide security and traffic control that are reasonably necessary.
- Requesting Party shall strictly comply with the instructions given by managers of facilities that will be used for Filming.
- Requesting Party shall maintain and strive not to cause any damage to the facilities to be used in Filming. In addition, if it is necessary to modify, install fixtures, or otherwise alter the facilities to be used in Filming, Requesting Party shall obtain the prior consent of the relevant managers or the like of such facilities.

5. Relationship with Third Parties

- Requesting Party shall, at its own responsibility, provide transportation, guidance, and schedule management for Participants that are introduced by Organization.
- Upon being introduced to businesses, organizations, and facilities relating to Filming and other third parties (“Interested Parties”) by Organization, Requesting Party shall promptly report to Organization the results of its negotiation with such Interested Parties.
- Requesting Party understands that the execution of agreements and all other dealings with Interested Parties introduced by Organization shall be performed at its own responsibility, and Requesting Party shall strictly comply with such agreements.

6. Plan

- Requesting Party shall submit to Organization in advance the details of the filming, filming schedule, and other information and materials necessary for the location filming support.
- Requesting Party shall immediately notify Organization if there is a change in the details of the filming, filming schedule, and other plans that are submitted to Organization.

7. Restoration of Original State and the Like

- After the completion of Filming, Requesting Party shall promptly clean and restore the location, facilities and the like that were used for Filming to their original state.

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- After the completion of Filming, Requesting Party shall promptly report such completion to Organization, attaching a photograph of the current state of the location or facilities used for Filming.
8. Provision of Location Filming Support
- Organization shall strive to provide the location filming support requested by Requesting Party.
 - Requesting Party and Organization shall discuss in good faith the necessary issues in providing the specific location filming support.
9. Compensation of Damages
- If Requesting Party causes damage to third parties including Interested Parties, Requesting Party shall compensate for such damage in accordance with the law, and shall properly deal with such parties at its own expense and responsibility, and not cause any harm to Organization.
 - If Organization incurs loss due to Requesting Party, Requesting Party shall compensate Organization for such loss.
10. Indemnification
- Since Organization's cooperation with Filming by Requesting Party will be free of charge, Organization shall not be liable for any loss incurred by Requesting Party or third parties in connection with Filming.
 - Requesting Party shall bear all expenses arising in connection with Filming. Organization shall not be liable for expenses in connection with Filming.
 - Requesting Party understands and acknowledges that there is a possibility that permits, consents, and cooperation necessary for Location Filming and a satisfactory outcome of the location filming support may not necessarily be obtained as a result of the location filming support. Organization shall not be liable with respect to any unsatisfactory outcome of the location filming support.
 - Even if a request for location filming support is received by Organization, depending on the nature of the proposal for Filming, Organization may not be able to provide location filming support. Organization shall not be liable for the inability to provide the requested location filming support.
 - If Requesting Party fails to provide cooperation or work that is necessary for Organization's location filming support, or fails to comply with Organization's requests, Organization shall not be liable for the non-provision of location filming support.
 - Organization shall not be liable for agreements and other dealings between Requesting Party and Interested Parties that are introduced to Requesting Party by Organization.
11. Public Relations
- There may be cases in which Organization, upon prior discussion with or notice to Requesting Party, will use information relating to the Work for Organization's public relations introducing the production scenery, information concerning the Work, and the official website, creating its own poster, and by other means.
12. Requests
- There may be cases in which Organization makes the following requests with Requesting Party.
 - a. To permit filming by Organization on the site of Filming (limited to cases where performers do not appear).
 - b. To provide a copy of Work to Organization.
 - c. To include Organization in the credits for the Work.
 - d. To consent to reporting by the local media on the site of Filming.
 - e. To provide posters, signs, and other materials of the Work to Organization.