

To: Manager (Sir Run Run Shaw Hall)

**Application for Waiver of Video Recording / Photography Charge**

I, \_\_\_\_\_ on behalf of \_\_\_\_\_,  
would like to apply for self-video-recording / photography\* in relation to our booking of Sir Run Run Shaw Hall Auditorium on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. I confirm that we shall use our own equipment for the said activities which is / are purely for archival purpose/ educational research\* and will not be used for public release, entertainment or advertising programmes for television, cinema or other profit-making purposes.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation Chop:  
(if applicable)

Date: \_\_\_\_\_

To: \_\_\_\_\_

Approval is hereby given for video-recording / photography\* in relation to your booking of Sir Run Run Shaw Hall Auditorium on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Manager reserves the right to stop any person from filming or taking photos if disturbance to the audience is caused. If necessary, the cameraman / photographer will be asked to leave the auditorium immediately.

The recording and the photographs taken should only be for archives and not for any commercial purposes, otherwise a filming charge at the prevailing rate will be levied.

\* delete as appropriate

for Manager (Sir Run Run Shaw Hall)

Date: \_\_\_\_\_