

## **Compliance Guidelines**

### **Promises to Sakai Film Office**

- When making an application, please appoint a point of contact in negotiations with the Sakai Film Office and clarify with whom the responsibility lies.
- Please adhere to the agreed schedule. Any extensions of time taken without a request or permission will not be granted.
- The Sakai Film Office will not negotiate prices or provide financial support for production costs related to the shoot, including but not limited to financing or payment in lieu of production costs, accommodation, meals, and property rental fees. If expenses are incurred with the shoot, please pay them promptly.
- Please inform the Sakai Film Office of the details of any discussions with facilities, etc., that we have referred you to, regardless of whether or not you will use them for the shoot.

### **Cautions During Location Scouting and Shooting**

- If the shoot is canceled or rescheduled, please immediately inform all affected parties, including the facility manager, other parties involved, and the Sakai Film Office.
- In the event of schedule changes due to unavoidable circumstances such as inclement weather, please immediately contact the Sakai Film Office. Note that permission for the shoot may be canceled depending on the reasons for the change.
- In the event of discrepancies between your submitted application and the actual conditions of the shoot, the shoot may be halted without prior notice.
- In the unlikely event of an emergency order from a facility manager, filming may be temporarily halted or completely stopped.

### **Consideration for Facility Management**

- If the shoot may disturb residents living near the location, such as with noise or lighting at night, please explain the situation to those residents in advance and obtain their understanding and cooperation.
- When impeding the movements of passersby, maintain a route for them to use as much as possible. When temporarily blocking all access, please be courteous with your directions to passersby. Also, be careful to avoid noise and odors as much as possible.
- Do not take shoots outside of permitted areas.
- You may not sublease the agreed facilities to a third party.
- After using the facilities, etc., please promptly clean them and return them to their original state.
- In the event of damage to people, animals, plants, property, or damage to or loss of facilities or

equipment, you will be required to pay compensation.

- Do not use power, water, or other facilities without permission.
- Do not use restrooms or smoking areas other than those designated by facility management.
- Do not enter areas other than those designated by facility management.
- Please take all of your garbage with you when you leave the location.
- Please consult with facility management and other parties involved in the shoot in advance and comply with any instructions or conditions given at that time.

### **Response to Accidents**

- Please take all possible safety measures to prevent accidents and issues during the shoot.
- In order to be prepared for unexpected accidents, please ensure that you are insured. If you do not have insurance, please provide us with a written explanation of the indemnity method to be applied.
- In the event of an accident or issue during filming, please take immediate action to provide first aid, prevent further damage, and promptly report the incident to the police, fire department, and facility manager.
- Sakai Film Office cooperates with all shoots, etc., without compensation and will not be held responsible for any damages incurred by the client or a third party in connection with the shoot, etc.

### **Application to Police**

- Please ensure you follow proper procedures required by law, such as applying to the police based on the Road Traffic Act.

Application form based on the Road Traffic Act (on the Osaka Prefectural Police Department website)

<https://www.police.pref.osaka.lg.jp/tetsuduki/dorokotsu/4971.html>

I agree and consent to the above.

Date of application: \_\_\_\_\_  
(Days)/(Month)/(Year)

Signature of applicant: \_\_\_\_\_