



NOTICE:

1. All Photo & Video Shoot Permit applications must be accompanied by a duly signed House Rules Agreement.
2. Permit applications must be submitted for approval of the hotel at least one (1) week prior to date of shoot.
3. A copy of the duly approved permit will be emailed to guest prior to shoot date.
4. Guest must provide all authorized suppliers copies of the approved permit and House Rules Agreement. They need to present these to the front desk upon check-in in order to secure their Security Badges, which they will distribute to their suppliers to be given access to the hotel.
5. The permit will also serve as your suppliers' gate pass when bringing in their equipment.

**Signature of applicant above printed name:**

**Date applied:**

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Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

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APPROVED BY:

DATE APPROVED:

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Authorized Signatory

Signature above printed name

Distribution: Front Office Department  
Security Department  
Hotel Guest  
Suppliers