

# Site Information Document - Commercial



## **Locality will:**

- Liaise with production and owner at all times to organise site visits, answer questions, discuss fees etc.
- Ask production to complete an Intentions Form detailing all requirements.
- Negotiate all location hire fees.
- Discuss those intentions with the property owner.
- Draw up a Location Hire Agreement for both parties to sign.
- Supply invoices and collect payment on behalf of the owner.
- Sort out any after-shoot problems.

## **The Owner:**

- Should supply personnel to oversee the film crew on site, this includes site visits and during the period of access. Locality can provide this if you are unable to.
- Should be available to check the location after the shoot and complete the Sign Off Sheet.

## **The Production must always:**

- Produce a Health and Safety Risk Assessment to cover the action on site.
- Pay the location hire fee before the first day of access.
- Pay a Damage Deposit ranging from £500 to £10,000 based on the amount of areas accessed/type of property/length of time on site.

## **When filming on site Production is expected to:**

- Never remove, cover or block emergency signage.
- Remove all waste it creates at the end of each day and within the times of hire period. (Additional charges may occur if premises are not left in satisfactory condition).
- Supply security personnel to man the doors to the premises at all times.
- The Production is solely responsible for all items of equipment and vehicles, the owner does not accept responsibility for any lost or stolen items.
- To have at least one "appointed first aid person" on site at all times.
- Not to move or touch the owners possessions unless noted in the contract particulars.
- Not to move or operate the owners machinery.
- Avoid identifying the owner, personnel, visitors or tenants, on screen in any manner unless specific permission has been obtained.
- Not to cover smoke detectors without consent and then to ensure they are uncovered after the shot.
- Supply personnel to check the location with the owner after the shoot and complete the Sign Off Sheet.

## **Terms:**

- Cancellation fees are 100% if cancelled after both parties have signed the Location hire Agreement.
- Film days are 12 hours - Photoshoot days are 10 hours - Unit base is up to 24 hours

**Disclaimer:** All data, imagery, and information is provided without warranty or any representation of accuracy, timeliness or completeness. The content of the information is solely a guideline and is subject to constant change.

### Description of property

Camelford House is an operational office block consisting of a tower and a curve. There are various styles of office decor and shapes.

### Property

Areas off limits	No photography is allowed in communal areas unless out of hours or floor is empty
Rooms available on ground floor	yes - old cafe are
Rooms available on upper floors	yes - some are tenanted
Number of floors	multiple floors
Outside spaces (garden/roof)	roof access via 12th floor / roof top access by special request
Drive inside building	yes into the basement car park
Floor covering required	yes
Ceiling height	2.6m
Noise from schools/transport	is in central London
Is sound proofed?	no

### Access

Permitted hours of access	open 24/7. There is 24 hour security on site.
Specific to the location	Pedestrian access via the main public entrance. Vehicle access must be prearranged, press the barrier button and speak to desk security. VIP talent can enter through the rear of the building via service lift with prior authorisation.
Site visit requirements(charged for, escorted, etc)	Normal times - Site visits are always escorted and charged at £150 for the first hour and £50 per hour after.
H&S or PPE requirements	Thames water has own H&S document
Shared site/tenants	yes - advice will be given
Max persons on site	150/200
Disabled access	yes via a lift
Lift	There are 6 domestic lifts (1800kg / 21 person limit approx 1.8m internal width) One lift will be allocated to the crew throughout the entirety of shoot - this will be padded by the location to protect surfaces when moving kit.

Directional signage	Signage only to be placed on floors or areas that are fully rented to film crew. No signage in lobby or public areas Security will direct crew / cast to allocated lift and advise which floor Never remove, cover or block emergency signage.
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## Welfare

Toilets	Each floor has a male and female toilet and a gender neutral toilet is on floor 7	Heating	yes
WiFi	no	Water	each floor has running water - 2 x outdoor taps with reasonable drainage available
Electricity	Power differs on each floor but plenty of 13a sockets on all floors and some have up to 32a sockets, the in-house electrician can advise during normal working hours.	Shelter	yes

## Set Dressing: Can production

Move furniture	yes
Drill, nail, stick or fix	yes
Paint	yes

## Construction: Can production

Attach to building	generally yes
Dig/excavate	no

## Lighting:

Black out	a bit tricky from outside
Control of lights	yes
Lighting from outside	a bit tricky from outside

## Vehicles:

Access	via the street
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Parking on site	Parking is available on site but must be booked ahead of access. Exterior parking of 12 spaces front of the building 20 at rear vehicles. The underground car park has 50 spaces, the height restriction is 2m. Some parking areas are reserved for other tenants.
Width/height restrictions	There is a height restriction of 3.6m to the exterior car park. To bypass the height restriction a side gate can be opened by prior arrangement. The underground car park height restriction is 2m.
Other possible parking areas	yes
Speed limit on site	5mph
Road outside controlled by	Southwark Council

### Owner will consider allowing:

Animals on site	Only guide dogs however for a special event it can be considered.
Nudity	no
Smoking	no smoking
Snow / Rain / Wind effects	Would need to be reviewed and then decision taken.
Immoral content / Drug scenes	No content will breach national security, refer to drugs, or be of a sexual nature.
Drones	No exterior drones are allowed.
Haze / Smoke effects	Is allowed but considered on a case by case basis.
Naked flame	No naked flames or anything along these lines

Other points, restrictions or policies associated with this location	PLEASE NOTE: No filming the building next door without their consent. No exterior drones are allowed. No photography is allowed in communal areas unless the whole floor is empty or out of working hours. Thames Water cannot be identified on screen in any manner: by reputation, logos; colour schemes; personnel. The production MUST remove all waste it creates from the site. Failure to comply will result in charges to clean up. There is 24 hour security on site but production is advised to bring in their own security. The owner does not accept any responsibility for items left on site unattended.
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