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.
- 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 Production must always:

- Supply evidence of Public Liability Insurance with a minimum cover of £5 million.
- 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.
- Touch machinery, hoists, control panels or open any shut cupboard.
- Avoid identifying the owner, any company, personnel, visitors or tenants, on screen in any manner by reputation, logos, colour schemes, personnel uniforms, badges, or banners 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.
- Power is charged for meter readings must be taken.
- 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

Main rooms available	many office rooms, basement car park
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Number of floors	multiple floors
Roof access	Access to the roof is tricky as a tenant has the top two floors. If required Locality can ask but it's not a definite area.
Shared site/tenants	Production crew must not delay or interfere with the operations of other tenants in the building. No photography is allowed in communal areas.
Toilets can be used	Are available, each floor has a male and female toilet and a gender neutral toilet is on floor 7
Electrical supply on site	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.
Heating	yes
Noise from schools/transport	is a residential area
Ceiling height 20ft +	yes
WiFi	yes
Drive inside building	Into basement car park
Is sound proof	
Floor covering required	yes
Specific H&S or PPE requirements	Thames water has own H&S document
Smoking policy	no smoking
Directional signage can be put up	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.

Access

Site visit requirements	Normal times - Site visits are always escorted and charged at £150 for the first hour and £50 per hour after.
Permitted hours of access	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.
Areas off limits	
Width / height restriction	2m height restriction for underground car parl. 3.6m for outdoor on site parking but can be bypassed.
Disabled access	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.

Max persons on site	50
Any restrictions	A register of all persons entering the Premises must be supplied 24 hours prior to access to check persons on/off site.

Set Dressing:

Is Grade listed	no
Move furniture	yes
Drill, nail, stick or fix	yes
Paint	yes
Dig/excavate	no

Lighting:

Black out	yes
Control of lights	yes
Lighting from outside	yes

Vehicles:

Parking on site	Is available on site but must be booked ahead of access. Exterior parking of 12 spaces front of the building 20 at rear vehicles. There is a height restriction of 3.6m. To bypass the height restriction a side gate can be opened by prior arrangement. The underground car park has 50 spaces, the height restriction is 2m. Some parking areas are reserved for other tenants.
Parking nearby	yes
Unit base	yes
Speed limit on site	5mph
Local Council	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