

Site Information Document - Events



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.

Location Reference:

LOC3317

Description of property

A bright white open plan studio space used for product launches, art exhibitions, weddings, parties and fashion shows. The 1,500 sq ft central room has high ceilings, wooden floors and white stone columns. Well-equipped with a storage area, a security system and professional lighting. When an exhibition is on shoots cannot happen. Located in Southwark London SE15.

Property

Personnel		Facilities		Supplied	
In-house catering	no	Backroom area	only one room to use	Power supply	mains 13 amp sockets
Technicians	no	Changing area	in same room	Toilets	one on site
Front of house	no	Make-up area	in same room	Water	yes on site
Bar staff	no - dry hire	Stage	no	WiFi	yes
Other		Other		Heating	yes

Equipment for hire on site	no
Dry Hire	yes
Marquees / tents	n/a
Specific H&S or PPE requirements	n/a
Smoking policy	none on site
Overnight stays	not really
Advertise externally	yes
Directional signage can be put up	yes

Access

Permitted hours of access	0700 to 2300 - residential area
Specific to the location	no shoots during an exhibition
Site visit requirements(charged for, escorted, etc)	have to work around exhibitions - may be charged a recce fee outside working hours
H&S or PPE requirements	n/a
Shared site/tenants	no
Max persons on site	150
Disabled access	yes
Lift	no - ground floor
Directional signage	is allowed to be put up

Welfare

Toilets	one on site	Heating	yes
WiFi	yes	Water	yes
Electricity	mains 13 amp sockets	Shelter	n/a

Set Dressing: Can production

Move furniture	usually empty
Drill, nail, stick or fix	possible if filled and repainted
Paint	permitted but must be returned to white

Construction: Can production

Attach to building	possible depends on what it is
Dig/excavate	n/a

Lighting:

Black out	easy to black out - roof access
Control of lights	lights are controllable
Lighting from outside	permitted via street - contact council

Vehicles:

Access	limited - entrance on one way street with single yellow line
Parking on site	parking spot for one car/medium wheel base van on site
Width/height restrictions	none
Other possible parking areas	free parking in nearby streets
Speed limit on site	n/a
Road outside controlled by	Southwark

Owner will consider allowing:

Animals on site	possible
Nudity	possible although no adult only content
Smoking	if necessary to the scene
Snow / Rain / Wind effects	possible
Immoral content / Drug scenes	possible
Drones	n/a