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.

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Description of property

1,700 sq fl 3 bed apartment on 7th floor with a 2,500 sq ft private roof terrace/ urban garden offering iconic views of London.

Property

Areas off limits	
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	1 floor
Outside spaces (garden/roof)	
Drive inside building	no
Floor covering required	Production will protect floor protection in the form of Correx matting or specialised low tack film. Especially under any drinks tables and if you are painting or using chemical cleaners. • • • • • Production will cover the floor with appropriate material to protect from dirt and damage. Boards to be placed under any heavy equipment and tennis balls on the feet of tripods. Production will wear shoe covers where necessary. Production will cover any bed linen or carpet with protection from any equipment to prevent damage and dirt. Floors should be kept clean.
Ceiling height	
Noise from schools/transport	no
Is sound proofed?	no

Access

Permitted hours of access	The Licensee will be granted access to the Property by Katie Lewis contact number 07894456238. At no time may any communal doors of Bridge House be propped open for any reason including but not restricted to facilitate the transportation of equipment, crew and cast throughout the building. The Licensee will keep the front door of the apartment shut at all times except when being used for access and egress. The front door to Bridge House should only be opened by the fob designated to the Licensee by the Owner, or by the entry system from the apartment. The Licensee is not permitted to station a crew member at the front door to hold it open for what the Owner would consider to be a sustained period of time.
Specific to the location	
Site visit requirements(charged for, escorted, etc)	

H&S or PPE requirements	Number one priority is H&S - All crew and personnel associated with the Production will be briefed of the dangers surrounding working on these Premises. This must be attached to the call sheet. The Client must have supplied a H&S RAMS and work within its guidelines.
Shared site/tenants	
Max persons on site	
Disabled access	
Lift	
Directional signage	

Welfare

Toilets	Heating	
WiFi	Water	
Electricity	Shelter	

Set Dressing: Can production

Move furniture	yes, with permission
Drill, nail, stick or fix	No structural or cosmetic interferences or alterations of any kind will be made anywhere to the interior, exterior or contents of the Premises without prior approval in writing from the Owner. This includes affixing, screwing, attaching, or sticking any item to any floors, walls or ceilings of the Property by any means. The Client will make the following temporary alterations at the Premises all of which will be reinstated in full prior to departure: a) Utilise existing furniture, soft furnishings, ornaments etc at the Property for shooting purposes. b) The Client will ensure that all items are returned to their original positions before departure. c) The Licensee will place freestanding props and non-adhesive dressing in situ
Paint	not without permission

Construction: Can production

Attach to building	
Dig/excavate	no

Lighting:

Black out	
Control of lights	

Vehicles:

Access	
Parking on site	Unlimited parking is available paid for via the meter on exit. parking is available on site in underground car park. Take a ticket and pay on exit. Spaces cannot be reserved. Cars https://goo.gl/maps/eeUDeFF1fkxwkMNZ9 park at the far end of the car park, where the pillars are blue in colour with the letter B, representing Bridge House. There is a wooden door on the right, which will then take you up to Bridge House. You will need a key fob to get in. Larger vehicles https://goo.gl/maps/V5MTKAEKcqGDRzfK6 On approach, take the right turn into the "large vehicle car park". Drive straight ahead 100 yards to where it says "goods lift" and park there. The goods lift will take you up to the quad, where Bridge House is, with Pret in front of you, the access is to Bridge House is on the left.
Width/height restrictions	
Other possible parking areas	yes, see attached car park instructions
Speed limit on site	no
Road outside controlled by	Lambeth

Owner will consider allowing:

Animals on site	
Nudity	no
Smoking	Strictly no smoking permitted anywhere inside the Property.
Snow / Rain / Wind effects	
Immoral content / Drug scenes	No content will breach national security, refer to drugs, or be of a sexual nature.
Drones	
Haze / Smoke effects	with advanced permission
Naked flame	Naked flame, equipment that sparks or any pyrotechnics require advanced permission.

Other points, restrictions or policies associated with this location