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

Luxury London penthouse offering panoramic views of iconic landmarks

Property

| Main rooms available | 5 bedrooms, 3 living room areas, 2 kitchens, 4 toilets, 2 balcony, garage |
|----------------------|---|
| Number of floors | 2 |

| Roof access | yes |
|-----------------------------------|--|
| Shared site/tenants | No filming in communal areas and no lingering in communal areas |
| Toilets can be used | yes |
| Electrical supply on site | yes |
| Heating | yes |
| Noise from schools/transport | no |
| Ceiling height 20ft + | no |
| WiFi | yes |
| Drive inside building | no |
| Is sound proof | n/a |
| Floor covering required | maybe carpet if you are using paint |
| Specific 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. |
| Smoking policy | no smoking |
| Directional signage can be put up | No signage may be placed within the communal areas of the premises. Never remove, cover or block emergency signage. |

Access

| Site visit requirements | 9-5 is best for site visits |
|----------------------------|-----------------------------|
| Permitted hours of access | no restrictions |
| Areas off limits | no limits |
| Width / height restriction | no |
| Disabled access | access via lifts and stairs |
| Max persons on site | 50 |
| Any restrictions | no |

Set Dressing:

| Is Grade listed | no |
|-----------------|-----|
| Move furniture | yes |

| Drill, nail, stick or fix | yes |
|---------------------------|-------------------------|
| Paint | yes but protect carpets |
| Dig/excavate | n/a |

Lighting:

| Black out | possibly |
|-----------------------|---------------|
| Control of lights | yes |
| Lighting from outside | yes - balcony |

Vehicles:

| Parking on site | parking space inside the building |
|---------------------|-----------------------------------|
| Parking nearby | public car park nearby |
| Unit base | yes, large car park nearby |
| Speed limit on site | n/a |
| Local Council | London City council |

Owner will consider allowing:

| Animals on site | no |
|-------------------------------|------------|
| Nudity | no |
| Smoking | no |
| Snow / Rain / Wind effects | not inside |
| Immoral content / Drug scenes | no |
| Drones | no |
| Haze / Smoke effects | not inside |
| Naked flame | no |