

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.

Location Reference:	LOC5209
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Description of property
Luxury London penthouse offering panoramic views of iconic landmarks

Property

Areas off limits	no limits
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	2
Outside spaces (garden/roof)	
Drive inside building	no
Floor covering required	maybe carpet if you are using paint
Ceiling height	no
Noise from schools/transport	no
Is sound proofed?	n/a

Access

Permitted hours of access	no restrictions
Specific to the location	
Site visit requirements(charged for, escorted, etc)	9-5 is best for site visits
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	50
Disabled access	access via lifts and stairs
Lift	
Directional signage	

Welfare

Toilets		Heating	
WiFi		Water	
Electricity		Shelter	

Set Dressing: Can production

Move furniture	yes
Drill, nail, stick or fix	yes
Paint	yes but protect carpets

Construction: Can production

Attach to building	
Dig/excavate	n/a

Lighting:

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

Vehicles:

Access	
Parking on site	parking space inside the building
Width/height restrictions	
Other possible parking areas	public car park nearby
Speed limit on site	n/a
Road outside controlled by	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

Other points, restrictions or policies associated with this location	
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