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

A state-of-the-art modern creative building with a variety of production spaces/studios, four 15m x 15m rehearsal studios, an acoustically treated music room, various meeting rooms and office spaces, long corridors. There are changing rooms, kitchen and a large roof terrace on site

Property

Areas off limits	On discussion
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	5
Outside spaces (garden/roof)	
Drive inside building	yes into the production studio
Floor covering required	Hard soled shoes, stilettos, shoes with dark soles and socked feet are not permitted in any of the Rehearsal Studios in order to maintain a professional level dance floor. Trainers may be permitted based on the nature of the hire but their use requires written approval in advance. The venue can provide and/or lay a protective flooring at an additional cost. No drinks in Rehearsal studios.
Ceiling height	yes
Noise from schools/transport	no, but is a residential area, no loud noise outside the building after 11pm
Is sound proofed?	n/a

Access

Permitted hours of access	Standard hours are 9-6 monday to friday and 8:30-4:30 on weekend. They are happy to provide access outside of these hours for an additional fee
Specific to the location	
Site visit requirements(charged for, escorted, etc)	contact locality for recces
H&S or PPE requirements	N/A
Shared site/tenants	
Max persons on site	For security purposes, a full list of personnel no less than a week prior to the Shoot Period to be provided. The Client must ensure all Client staff and contractors sign in at Reception on arrival to enable access to the building. The Client will pay £10 for any access passes not returned at the end of each shoot period.

Disabled access	yes
Lift	
Directional signage	

Welfare

Toilets	Heating	
WiFi	Water	
Electricity	Shelter	

Set Dressing: Can production

Move furniture	yes
Drill, nail, stick or fix	can be discussed on request.
Paint	can be discussed on request

Construction: Can production

Attach to building	
Dig/excavate	no

Lighting:

Black out	yes in the holloway production studio only
Control of lights	Yes
Lighting from outside	The land outside the building belongs to the island owner Ballymore so this would need to be checked with them

Vehicles:

Access	
Parking on site	Some car parking space allocations available in car park adjacent to the building . Loading bay for 2 arctic trucks
Width/height restrictions	
Other possible parking areas	Parking for large vehicles on the square in front of the building could be arranged with permission from Ballymore the landowners

S	speed limit on site	5mph
R	Road outside controlled by	Tower Hamlets

Owner will consider allowing:

Animals on site	no (but might depend on animal)
Nudity	no
Smoking	yes
Snow / Rain / Wind effects	yes
Immoral content / Drug scenes	on review
Drones	on review
Haze / Smoke effects	yes
Naked flame	Naked flame, equipment that sparks or any pyrotechnics require advanced permission.

Other points, restrictions or policies associated with this location