# **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:

LOC5413

# **Description of property**

Royal palace with stunning interiors. The Great Hall - with views towards the River Thames, original black and white marble flooring, and iconic Tulip Stairs provide a spectacular setting for events. South east colonnade and lawn is the ideal space to enjoy an outdoor receptions. Bathed in light and with outstanding views towards the Royal Observatory in one direction and across Canary Wharf in the other. The Undercroft - vaulted chambers underneath the Great Hall. With three connected rooms, the space easily transforms.

### **Property Facilities** Supplied **Personnel** We can offer the Undercroft at the Queen's House for production/crew/staff, however this really depends on how Yes In-house many production/crew/staff are Power supply Backroom area but catering onsite. Sometimes they will limited have to build a marquee on our grounds to accommodate large numbers. We can have a max of 150 people in the Undercroft. Costumes should bring their own rails. No steaming should **Technicians** take place. This should take **Toilets** Yes Changing area place outside in a trailer/easy up/marquee. Hairspray/deodorant or other aerosol products are not allowed in any venue. Fake tan is also not allowed. Hair irons/straighteners/tongs/curlers Front of house Make-up area or other electrical equipment Water Yes should be on a protected surface and never left unattended. These should be signed off by a Hot Works permit. WiFi Bar staff Stage No Yes Other Other Heating Yes Equipment for hire on site Yes Dry Hire Yes Marquees / tents Yes Specific H&S or PPE requirements no. All flooring at the Queen's House needs protective mats Smoking policy no smoking Overnight stays No Advertise externally No Directional signage may be placed within the Premises but it must be removed Directional signage can be put up upon completion. Never remove, cover or block emergency signage.

# Access

Access to the grounds is from very narrow Park Row. Productions need to