

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

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

Access

Permitted hours of access	Access to the grounds is from very narrow Park Row. Productions need to request a suspension of parking during filming, so they can easily access our site and use that to park their own vehicles. Vehicle access to the Queen's House not before 6am; outdoor activities not after 10pm
Specific to the location	
Site visit requirements(charged for, escorted, etc)	It would be good to know in advance when they are planning a recce requests for the same day, cannot always accommodate.
H&S or PPE requirements	no. All flooring at the Queen's House needs protective mats
Shared site/tenants	
Max persons on site	es, it depends on the areas they are filming at: Great Hall max. 120 (this also depends on how the room is dressed as the capacity might lower); Tulip staircase max. 20; Orangery max. 60; Undercroft max. 150; Grounds it depends on the area used.
Disabled access	Lifts on site but with limited weight and capacity
Lift	
Directional signage	

Welfare

Toilets		Heating	
WiFi		Water	
Electricity		Shelter	

Set Dressing: Can production

Move furniture	Nothing should be moved and no special effects should be used without prior written permission. Anything added to the venues should be easily removable and done only with prior written permission. Any props should be verified for weight and adequate protection should be applied by the production to ensure the safeguarding of the venue. Any paintings or museum objects that need to be protected or removed must be done with the permission of and by Museum Art and Object Handlers and galleries closed to facilitate this. This may incur a fee. Where set dressing involves food/flowers/production, this should adhere to our events guidelines.
Drill, nail, stick or fix	Nothing must be fixed using adhesive, tacks, nails or drawing pins on our property.
Paint	no

Construction: Can production

Attach to building	
Dig/excavate	no

Lighting:

Black out	no
Control of lights	production do not have control over our in house lightings, but we book one of our electricians that can help them (if they need them on or off, or if some of the lightings