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:	LOC5425

Description of property
The castle is an artillery fort constructed by Henry VIII between 1539 and 1540. It formed part of the King's Device programme to protect against invasion from France and the Holy Roman Empire and defend Southampton Water as it met the Solent. The castle is surrounded by a moat and has a fantastic rooftop area and 360 views over the sea (Hampshire, UK) Next door is LOC5426

Property

Areas off limits	Occupied accommodation and activities stations when used
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	Other than the school area all access is ground floor, no lift.
Outside spaces (garden/roof)	
Drive inside building	no
Floor covering required	only required in some areas
Ceiling height	yes
Noise from schools/transport	Campsite on site is busy in summer months, with a reasonable amount of noise due to location on busy shipping lane / recreational usage of water.
Is sound proofed?	no

Access

Permitted hours of access	Access from 6:30-23:00 - night shoots TBN. Recce times best between 9-5
Specific to the location	
Site visit requirements(charged for, escorted, etc)	9-5 is best for site visits
H&S or PPE requirements	No specific PPE needed. The Client must have supplied a H&S RAMS and work within its guidelines. All H&S incidents must be reported immediately
Shared site/tenants	
Max persons on site	250
Disabled access	all access except the school is ground floor, no lift.
Lift	

Directional signage	

Welfare

Toilets		Heating	
WiFi		Water	
Electricity		Shelter	

Set Dressing: Can production

Move furniture	possible
Drill, nail, stick or fix	not allowed
Paint	not allowed

Construction: Can production

Attach to building	
Dig/excavate	not allowed

Lighting:

Black out	is possible
Control of lights	is possible
Lighting from outside	is possible

Vehicles:

Access	
Parking on site	yes
Width/height restrictions	
Other possible parking areas	next door LOC5416 can offer space (separate negotiation)
Speed limit on site	10 mph maximum speed limit on site
Road outside controlled by	Hampshire

Owner will consider allowing:

Animals on site	yes
Nudity	possibly more information required
Smoking	no
Snow / Rain / Wind effects	yes
Immoral content / Drug scenes	possibly more information required
Drones	yes
Haze / Smoke effects	yes
Naked flame	yes

Other points, restrictions or policies associated with this location	