# **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: | LOC5494 |
|---------------------|---------|
|                     |         |

### **Description of property**

Cool greasy spoon traditional cafe on quiet street. Good exterior space. Great vibes.

## **Property**

| Areas off limits                | none   |
|---------------------------------|--|
| Rooms available on ground floor |  |
| Rooms available on upper floors |  |
| Number of floors                | ground floor only                              |
| Outside spaces (garden/roof)    |  |
| Drive inside building           | no   |
| Floor covering required         | no   |
| Ceiling height                  | no   |
| Noise from schools/transport    | road outside and train nearby but quiet inside |
| Is sound proofed?               | no   |

### **Access**

| Permitted hours of access                           | usually when cafe is closed - Cafe open 6am-6pm everyday |
|---|--|
| Specific to the location                            |  |
| Site visit requirements(charged for, escorted, etc) | anytime is fine  |
| H&S or PPE requirements                             | no   |
| Shared site/tenants                                 |  |
| Max persons on site                                 | n/a  |
| Disabled access                                     | yes  |
| Lift  |  |
| Directional signage                                 |  |

## Welfare

| Toilets | Heating |  |
|---------|---------|--|
| WiFi    | Water   |  |

| Electricity | city | Shelter |  |
|-------------|------|---------|--|
|-------------|------|---------|--|

## **Set Dressing: Can production**

| Move furniture            | yes |
|---------------------------|-----|
| Drill, nail, stick or fix | no  |
| Paint                     | no  |

# **Construction: Can production**

| Attach to building |     |
|--------------------|-----|
| Dig/excavate       | n/a |

# Lighting:

| Black out             | easy to black out                         |
|-----------------------|---|
| Control of lights     | yes the interior lights can be controlled |
| Lighting from outside | yes - easy access                         |

## Vehicles:

| Access                       |                            |
|------------------------------|----------------------------|
| Parking on site              | no                         |
| Width/height restrictions    |                            |
| Other possible parking areas | on street directly outside |
| Speed limit on site          | n/a                        |
| Road outside controlled by   | Brent                      |

# Owner will consider allowing:

| Animals on site               | no       |
|-------------------------------|----------|
| Nudity                        | possibly |
| Smoking                       | possibly |
| Snow / Rain / Wind effects    | possibly |
| Immoral content / Drug scenes | possibly |

| Drones               | possibly |
|----------------------|----------|
| Haze / Smoke effects | possibly |
| Naked flame          | possibly |

| Other points, restrictions or policies associated with this location |
|--|
|--|