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		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	