

# 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	
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### 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	
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