## **Site Information Document - Residential**



#### 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.

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### **Description of property**

This 1908 Victorian manor house is currently unoccupied. It have been fully refurbished with 15 ensuite bedrooms, a ballroom, 2 studys and sweeping lawns.

Some images show it as furnished, it is currently unfurnished and in great condition. The property consists of Tower court and West Court, two seperate houses within the building (as seen on the floor plan).

Open to long term hire.

Areas off limits	none
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	3
Floor covering required	in some areas yes
Outside spaces (garden/roof)	sweeping lawns, parklands and woods
Drive inside building	
Number of kitchens on site	
Production may cook in the kitchen	
Basement/cellar may be used	
Garage/outhouse may be used	
Noise from schools/transport	some distant road noise

### Household

Are willing to move out	yes
Neighbours do need informing	yes
Restrictions due to religious beliefs, allergies, phobias etc	none
Tenants Residents Association or Property Management Company	none

### **Access**

Permitted hours of access	anytime
Specific to the location	
Site visit requirements(charged for, escorted, etc)	none of note

H&S or PPE requirements	none required
Shared site/tenants	
Max persons on site	500
Disabled access	ground floor only
Lift	no
Directional signage	

### Welfare

Toilets	Heating	
WiFi	Water	
Electricity	Shelter	

# **Set Dressing: Can production**

Move furniture	is allowed - currently empty
Drill, nail, stick or fix	in some areas as long as reinstated
Paint	yes if reinstated

# **Construction: Can production**

Attach to building	
Dig/excavate	possible

# Lighting:

Black out	on ground floor its easy - higher levels less so	
Control of lights	all can turn off / on	
Lighting from outside	on ground floor its easy - higher levels less so	

## Vehicles:

Access	
Parking on site	in front of house is a large turning circle
Width/height restrictions	

Other possible parking areas	yes
Speed limit on site	none
Road outside controlled by	East Hampshire District Council

# Owner will consider allowing:

Animals on site	yes
Nudity	yes
Smoking	yes
Snow / Rain / Wind effects	yes
Immoral content / Drug scenes	yes
Drones	yes
Haze / Smoke effects	yes
Naked flame	yes

Other points, restrictions or policies associated with this location