

# Site Information Document - Educational



## **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.

**Description of property**

This is a co-educational, private, preparatory boarding and day school for boys and girls aged 2-13. Set in rural village close to Winchester in Hampshire. Has good sized classrooms including science labs and woodworking areas. There is a sizeable sports field with cricket pitch, tennis court, astronaut turf football pitch, grass running track, indoor swimming pool and a sports hall.

## Information

Type of school	Prep school	Age of pupils	2-13
Faith practised	not determined	Number of pupils	430

## Facilities

Classrooms	16	Gymnasium	yes
Playground	yes	Swimming pool	yes
Library	small one	Sports track	grass running track
Canteen/Dining hall	yes	Cricket pitch	yes
Kitchen	yes	Tennis court	yes
Laboratories	science labs	Football pitch	astro turf pitch
Chapel	yes	Rugby field	yes
Other			

## Access

Permitted hours of access	out of term times and some weekends only
Specific to the location	easy access
Site visit requirements(charged for, escorted, etc)	Escorted visits and encouraged after school day is over
H&S or PPE requirements	none
Shared site/tenants	children will always be present
Max persons on site	tbc
Disabled access	yes some
Lift	no
Directional signage	can be put up

## Welfare

Toilets	plenty	Heating	yes
WiFi	yes	Water	yes

Electricity	yes	Shelter	yes
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## Set Dressing: Can production

Move furniture	yes if put back
Drill, nail, stick or fix	possible depends on where
Paint	possible depends on where

## Construction: Can production

Attach to building	possible depends on where
Dig/excavate	possible depends on where

## Lighting:

Black out	possible
Control of lights	possible
Lighting from outside	possible

## Vehicles:

Access	Good access via a main road
Parking on site	car park on site for 20 cars
Width/height restrictions	usual
Other possible parking areas	playground possibly
Speed limit on site	5 mph
Road outside controlled by	Hampshire Council

## Owner will consider allowing:

Animals on site	possible
Nudity	not likely but depends on the script
Smoking	not likely but depends on the script
Snow / Rain / Wind effects	possible
Immoral content / Drug scenes	not likely but depends on the script
Drones	possible
Haze / Smoke effects	possible
Naked flame	possible