

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.
- 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 Production must always:

- Supply evidence of Public Liability Insurance with a minimum cover of £5 million.
- 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.
- Touch machinery, hoists, control panels or open any shut cupboard.
- Avoid identifying the owner, any company, personnel, visitors or tenants, on screen in any manner by reputation, logos, colour schemes, personnel uniforms, badges, or banners 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.
- Power is charged for meter readings must be taken.
- 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

Camelford House is an operational office block consisting of a tower and a curve. There are various styles of office decor and shapes.

Property

Main rooms available

many office rooms, basement car park

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| Number of floors | multiple floors |
| Roof access | Access to the roof is tricky as a tenant has the top two floors. If required Locality can ask but it's not a definite area. |
| Shared site/tenants | Production crew must not delay or interfere with the operations of other tenants in the building. No photography is allowed in communal areas. |
| Toilets can be used | Are available, each floor has a male and female toilet and a gender neutral toilet is on floor 7 |
| Electrical supply on site | Power differs on each floor but plenty of 13a sockets on all floors and some have up to 32a sockets, the in-house electrician can advise during normal working hours. |
| Heating | yes |
| Noise from schools/transport | is a residential area |
| Ceiling height 20ft + | yes |
| WiFi | yes |
| Drive inside building | Into basement car park |
| Is sound proof | |
| Floor covering required | yes |
| Specific H&S or PPE requirements | Thames water has own H&S document |
| Smoking policy | no smoking |
| Directional signage can be put up | Signage only to be placed on floors or areas that are fully rented to film crew. No signage in lobby or public areas Security will direct crew / cast to allocated lift and advise which floor Never remove, cover or block emergency signage. |

Access

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| Site visit requirements | Normal times - Site visits are always escorted and charged at £150 for the first hour and £50 per hour after. |
| Permitted hours of access | Pedestrian access via the main public entrance. Vehicle access must be prearranged, press the barrier button and speak to desk security. VIP talent can enter through the rear of the building via service lift with prior authorisation. |
| Areas off limits | |
| Width / height restriction | 2m height restriction for underground car parl. 3.6m for outdoor on site parking but can be bypassed. |
| Disabled access | There are 6 domestic lifts (1800kg / 21 person limit approx 1.8m internal width) One lift will be allocated to the crew throughout the entirety of shoot - this will be padded by the location to protect surfaces when moving kit. |

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| Max persons on site | 50 |
| Any restrictions | A register of all persons entering the Premises must be supplied 24 hours prior to access to check persons on/off site. |

Set Dressing:

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| Is Grade listed | no |
| Move furniture | yes |
| Drill, nail, stick or fix | yes |
| Paint | yes |
| Dig/excavate | no |

Lighting:

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| Black out | yes |
| Control of lights | yes |
| Lighting from outside | yes |

Vehicles:

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| Parking on site | Is available on site but must be booked ahead of access. Exterior parking of 12 spaces front of the building 20 at rear vehicles. There is a height restriction of 3.6m. To bypass the height restriction a side gate can be opened by prior arrangement. The underground car park has 50 spaces, the height restriction is 2m. Some parking areas are reserved for other tenants. |
| Parking nearby | yes |
| Unit base | yes |
| Speed limit on site | 5mph |
| Local Council | Southwark Council |

Owner will consider allowing:

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| Animals on site | Only guide dogs however for a special event it can be considered. |
| Nudity | no |
| Smoking | no smoking |
| Snow / Rain / Wind effects | Would need to be reviewed and then decision taken. |

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| Immoral content / Drug scenes | No content will breach national security, refer to drugs, or be of a sexual nature. |
| Drones | No exterior drones are allowed. |
| Haze / Smoke effects | Is allowed but considered on a case by case basis. |
| Naked flame | No naked flames or anything along these lines |