

# 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:	LOC3285
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## Description of property

Crossness Engines Trust is a Grade 1 Listed industrial building constructed in the Romanesque style, featuring some of the most spectacular ornamental Victorian cast ironwork. The centre is occupied by an octagonal structure of iron columns with richly ornamented capitals, supporting iron arched screens and the open octagonal well on the main beam floor. On a totally secure site with parking and a separate unit base. Totally film friendly.

## Property

Areas off limits	Strictly no wandering allowed on Thames Waters land. See site map for routes.
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	3
Outside spaces (garden/roof)	
Drive inside building	no
Floor covering required	no
Ceiling height	yes
Noise from schools/transport	no, possibly from main site
Is sound proofed?	no

## Access

Permitted hours of access	Arrange site visits via Locality : <a href="mailto:info@localityonline.com">info@localityonline.com</a> / 020 7812 9144 You will need to provide names for gate security at least 24 hours prior to access. There is usually someone on site Tuesday and Sundays, access can be made on other days but a donation of £30 cash should be considered to cover the volunteers time. Site visits longer than an hour will be charged at £50+VAT per hour.
Specific to the location	
Site visit requirements(charged for, escorted, etc)	Arrange site visits via Locality : <a href="mailto:info@localityonline.com">info@localityonline.com</a> / 020 7812 9144 You will need to provide names for gate security at least 24 hours prior to access Bring a hard hat with you. There is usually someone on site Tuesday and Sundays, access can be made on other days but a donation of £30 cash should be considered to cover the volunteers time. Site visits longer than an hour will be charged at £50+VAT per hour.

H&S or PPE requirements	CET is situated wholly within Thames Water Sewage Treatment Works which is a lower tier Control of Major Accident Hazards site. There are strict H&S protocols to abide by. Certain areas have access restrictions including asbestos and noxious gases. Clients using these areas will need to show what provisions they are putting in place. If an alarm is sounded, crew are to remain inside buildings unless the risk is inside then they should leave the site immediately and muster in the car park outside the gates. Hard hats must be worn when in the Beam Engine House as the floor is pierced and items can fall through and injure those below
Shared site/tenants	
Max persons on site	The display units can be moved to provide space for seating up to 150 people. A small charge will be made to remove and replace furniture. The Educational Suite has space for 40 people sitting.
Disabled access	yes apart from beam floor accessed by stairs
Lift	
Directional signage	

## Welfare

Toilets		Heating	
WiFi		Water	
Electricity		Shelter	

## Set Dressing: Can production

Move furniture	The display units can be moved to provide space for seating up to 150 people. A small charge will be made to remove and replace furniture.
Drill, nail, stick or fix	Preparation/set dressing must not result in any permanent change to the building. No drilling holes, nailing, sticky tape, fixings of any kind are permitted
Paint	no

## Construction: Can production

Attach to building	
Dig/excavate	no

## Lighting:

Black out	no
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Control of lights	The lighting within CET is rudimentary at best and there is no emergency lighting. It is recommended that Production bring its own electricity supply for powering film lights.
Lighting from outside	yes

### Vehicles:

Access	
Parking on site	Parking surrounding CET for 30 cars or 4 trailers and 15 cars.
Width/height restrictions	
Other possible parking areas	A car park is available before the security gates with parking for 59 cars. Access routes must be kept clear for emergency vehicles at all times.
Speed limit on site	15mph
Road outside controlled by	Greenwich

### Owner will consider allowing:

Animals on site	possibly
Nudity	possibly
Smoking	no
Snow / Rain / Wind effects	no
Immoral content / Drug scenes	no
Drones	yes - don't stray onto main thames water
Haze / Smoke effects	yes
Naked flame	yes

Other points, restrictions or policies associated with this location	
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