

# 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

1,700 sq ft 3 bed apartment on 7th floor with a 2,500 sq ft private roof terrace/ urban garden offering iconic views of London.

## Property

Main rooms available

whole apartment and roof terrace

|                                   |   |
|-----------------------------------|---|
| Number of floors                  | 1 floor   |
| Roof access                       | yes to the roof terrace   |
| Shared site/tenants               | Residential building. The Licensee will respect that Bridge House is a residential building and the Licensee will use their best endeavour to make no noise in the communal areas. At no time may any communal doors of Bridge House be propped open for any reason including but not restricted to facilitate the transportation of equipment, crew and cast throughout the building.  |
| Toilets can be used               | The Licensee may use toilets at the Property.   |
| Electrical supply on site         |   |
| Heating                           |   |
| Noise from schools/transport      | no  |
| Ceiling height 20ft +             |   |
| WiFi                              |   |
| Drive inside building             | no  |
| Is sound proof                    | no  |
| Floor covering required           | Production will protect floor protection in the form of Correx matting or specialised low tack film. Especially under any drinks tables and if you are painting or using chemical cleaners. ••••• Production will cover the floor with appropriate material to protect from dirt and damage. Boards to be placed under any heavy equipment and tennis balls on the feet of tripods. Production will wear shoe covers where necessary. Production will cover any bed linen or carpet with protection from any equipment to prevent damage and dirt. Floors should be kept clean. |
| Specific H&S or PPE requirements  | Number one priority is H&S - All crew and personnel associated with the Production will be briefed of the dangers surrounding working on these Premises. This must be attached to the call sheet. The Client must have supplied a H&S RAMS and work within its guidelines.  |
| Smoking policy                    | Strictly no smoking permitted anywhere inside the Property.   |
| Directional signage can be put up | The Licensee is not permitted to put up signage anywhere within the internal or external areas of Bridge House and no flyering is allowed.  |

## Access

|                         |  |
|-------------------------|--|
| Site visit requirements |  |
|-------------------------|--|

|                            |  |
|----------------------------|--|
| Permitted hours of access  | The Licensee will be granted access to the Property by Katie Lewis contact number 07894456238. At no time may any communal doors of Bridge House be propped open for any reason including but not restricted to facilitate the transportation of equipment, crew and cast throughout the building. The Licensee will keep the front door of the apartment shut at all times except when being used for access and egress. The front door to Bridge House should only be opened by the fob designated to the Licensee by the Owner, or by the entry system from the apartment. The Licensee is not permitted to station a crew member at the front door to hold it open for what the Owner would consider to be a sustained period of time. |
| Areas off limits           |  |
| Width / height restriction | n/a  |
| Disabled access            |  |
| Max persons on site        |  |
| Any restrictions           | The Licensee is solely responsible for ensuring that no person in any way connected with the hiring trespasses onto any parts of the Property not specifically referred to in this Agreement. No equipment or storage units are to be left in the communal areas of Bridge House (and explicitly no blockages in front of fire doors and AOV doors (automatic opening ventilators). Photography and filming is not permitted within the internal or external communal areas of Bridge House at any point during the term of this agreement.  |

### Set Dressing:

|                           |  |
|---------------------------|--|
| Is Grade listed           | no   |
| Move furniture            | yes, with permission   |
| Drill, nail, stick or fix | No structural or cosmetic interferences or alterations of any kind will be made anywhere to the interior, exterior or contents of the Premises without prior approval in writing from the Owner. This includes affixing, screwing, attaching, or sticking any item to any floors, walls or ceilings of the Property by any means. The Client will make the following temporary alterations at the Premises all of which will be reinstated in full prior to departure: a) Utilise existing furniture, soft furnishings, ornaments etc at the Property for shooting purposes. b) The Client will ensure that all items are returned to their original positions before departure. c) The Licensee will place freestanding props and non-adhesive dressing in situ |
| Paint                     | not without permission   |
| Dig/excavate              | no   |

### Lighting:

|           |  |
|-----------|--|
| Black out |  |
|-----------|--|

|                       |  |
|-----------------------|--|
| Control of lights     |  |
| Lighting from outside |  |

## Vehicles:

|                     |  |
|---------------------|--|
| Parking on site     | Unlimited parking is available paid for via the meter on exit. parking is available on site in underground car park. Take a ticket and pay on exit. Spaces cannot be reserved. Cars <a href="https://goo.gl/maps/eeUDEFF1fkxwkMNZ9">https://goo.gl/maps/eeUDEFF1fkxwkMNZ9</a> park at the far end of the car park, where the pillars are blue in colour with the letter B, representing Bridge House. There is a wooden door on the right, which will then take you up to Bridge House. You will need a key fob to get in. Larger vehicles <a href="https://goo.gl/maps/V5MTKAEKcGDRzfK6">https://goo.gl/maps/V5MTKAEKcGDRzfK6</a> On approach, take the right turn into the "large vehicle car park". Drive straight ahead 100 yards to where it says "goods lift" and park there. The goods lift will take you up to the quad, where Bridge House is, with Pret in front of you, the access is to Bridge House is on the left. |
| Parking nearby      | yes, see attached car park instructions  |
| Unit base           | no   |
| Speed limit on site | no   |
| Local Council       | Lambeth  |

## Owner will consider allowing:

|                               |   |
|-------------------------------|---|
| Animals on site               |   |
| Nudity                        | no  |
| Smoking                       | Strictly no smoking permitted anywhere inside the Property.                         |
| Snow / Rain / Wind effects    |   |
| Immoral content / Drug scenes | No content will breach national security, refer to drugs, or be of a sexual nature. |
| Drones                        |   |
| Haze / Smoke effects          | with advanced permission  |
| Naked flame                   | Naked flame, equipment that sparks or any pyrotechnics require advanced permission. |