

# 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

Luxury London penthouse offering panoramic views of iconic landmarks

## Property

Main rooms available	5 bedrooms, 3 living room areas, 2 kitchens, 4 toilets, 2 balcony, garage
Number of floors	2

Roof access	yes
Shared site/tenants	No filming in communal areas and no lingering in communal areas
Toilets can be used	yes
Electrical supply on site	yes
Heating	yes
Noise from schools/transport	no
Ceiling height 20ft +	no
WiFi	yes
Drive inside building	no
Is sound proof	n/a
Floor covering required	maybe carpet if you are using paint
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	no smoking
Directional signage can be put up	No signage may be placed within the communal areas of the premises. Never remove, cover or block emergency signage.

## Access

Site visit requirements	9-5 is best for site visits
Permitted hours of access	no restrictions
Areas off limits	no limits
Width / height restriction	no
Disabled access	access via lifts and stairs
Max persons on site	50
Any restrictions	no

## Set Dressing:

Is Grade listed	no
Move furniture	yes

Drill, nail, stick or fix	yes
Paint	yes but protect carpets
Dig/excavate	n/a

### Lighting:

Black out	possibly
Control of lights	yes
Lighting from outside	yes - balcony

### Vehicles:

Parking on site	parking space inside the building
Parking nearby	public car park nearby
Unit base	yes, large car park nearby
Speed limit on site	n/a
Local Council	London City council

### Owner will consider allowing:

Animals on site	no
Nudity	no
Smoking	no
Snow / Rain / Wind effects	not inside
Immoral content / Drug scenes	no
Drones	no
Haze / Smoke effects	not inside
Naked flame	no