

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

A state-of-the-art modern creative building with a variety of production spaces/studios, four 15m x 15m rehearsal studios, an acoustically treated music room, various meeting rooms and office spaces, long corridors. There are changing rooms, kitchen and a large roof terrace on site

Property

Main rooms available	four rehearsal studios, music room, meeting rooms and office spaces, corridors, changing rooms, kitchen and roof terrace
Number of floors	5
Roof access	yes to roof terrace
Shared site/tenants	Foyer area is used to access all spaces in the building so will need to have some access during normal opening hours. Production crew must not delay or interfere with the operations of other tenants in the building. No photography is allowed outside hired space. The Contractor will supply security personnel to watch over crew and vehicles at all times.
Toilets can be used	yes
Electrical supply on site	There is 13amp or 3 phase power - depends on space
Heating	yes
Noise from schools/transport	no, but is a residential area, no loud noise outside the building after 11pm
Ceiling height 20ft +	yes
WiFi	good wifi with separate network for streaming
Drive inside building	yes into the production studio
Is sound proof	n/a
Floor covering required	Hard soled shoes, stilettos, shoes with dark soles and socked feet are not permitted in any of the Rehearsal Studios in order to maintain a professional level dance floor. Trainers may be permitted based on the nature of the hire but their use requires written approval in advance. The venue can provide and/or lay a protective flooring at an additional cost. No drinks in Rehearsal studios.
Specific H&S or PPE requirements	N/A
Smoking policy	yes
Directional signage can be put up	If the Production requires branding to be displayed anywhere in the Venue, such plans are to be discussed with the Company and mutually agreed. Any and all damage to the Venue due to the installation of such branding is to be repaired and all associated charges will be reimbursed immediately by the Client. Directional signage may be placed within the Premises but it must be removed upon completion. Ensure all firefighting apparatus within the building be kept clear and readily accessible at all times. Neither they, nor signs indicating their positions, should be removed or obscured without the express written permission.

Access

Site visit requirements	contact locality for recess
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Permitted hours of access	Standard hours are 9-6 monday to friday and 8:30-4:30 on weekend. They are happy to provide access outside of these hours for an additional fee
Areas off limits	On discussion
Width / height restriction	
Disabled access	yes
Max persons on site	For security purposes, a full list of personnel no less than a week prior to the Shoot Period to be provided. The Client must ensure all Client staff and contractors sign in at Reception on arrival to enable access to the building. The Client will pay £10 for any access passes not returned at the end of each shoot period.
Any restrictions	Pedestrian access via the main public entrance. Vehicle access must be pre arranged - loading bay for 2 arctic trucks . There are 2 passenger lifts and one large goods lift .Foyer area is used to access all spaces in the building so will need to have some access during normal opening hours. Any access to spaces not booked and venue's own offices based at the Venue, is not permitted. Land is owned by developers Ballymore who will need to be consulted if any filming is done externally of the building /surrounding area. Minimum 14 days notice for this. The car park is round the side of the building and the height is 2.2m. The loading bay is normal truck height, the only size that can't fit in would be a shipping container.

Set Dressing:

Is Grade listed	no
Move furniture	yes
Drill, nail, stick or fix	can be discussed on request.
Paint	can be discussed on request
Dig/excavate	no

Lighting:

Black out	yes in the holloway production studio only
Control of lights	Yes
Lighting from outside	The land outside the building belongs to the island owner Ballymore so this would need to be checked with them

Vehicles:

Parking on site	Some car parking space allocations available in car park adjacent to the building . Loading bay for 2 arctic trucks
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Parking nearby	Parking for large vehicles on the square in front of the building could be arranged with permission from Ballymore the landowners
Unit base	nearby
Speed limit on site	5mph
Local Council	Tower Hamlets

Owner will consider allowing:

Animals on site	no (but might depend on animal)
Nudity	no
Smoking	yes
Snow / Rain / Wind effects	yes
Immoral content / Drug scenes	on review
Drones	on review
Haze / Smoke effects	yes
Naked flame	Naked flame, equipment that sparks or any pyrotechnics require advanced permission.