

# 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

Cool greasy spoon traditional cafe on quiet street. Good exterior space. Great vibes.

## Property

Main rooms available	Cafe (kitchen when closed)
Number of floors	ground floor only

Roof access	n/a
Shared site/tenants	n/a
Toilets can be used	yes - two on site
Electrical supply on site	yes - 13 amp mains
Heating	yes it is heated
Noise from schools/transport	road outside and train nearby but quiet inside
Ceiling height 20ft +	no
WiFi	no
Drive inside building	no
Is sound proof	no
Floor covering required	no
Specific H&S or PPE requirements	no
Smoking policy	no smoking allowed
Directional signage can be put up	yes

## Access

Site visit requirements	anytime is fine
Permitted hours of access	usually when cafe is closed - Cafe open 6am–6pm everyday
Areas off limits	none
Width / height restriction	n/a
Disabled access	yes
Max persons on site	n/a
Any restrictions	none

## Set Dressing:

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

## Lighting:

Black out	easy to black out
Control of lights	yes the interior lights can be controlled
Lighting from outside	yes - easy access

## Vehicles:

Parking on site	no
Parking nearby	on street directly outside
Unit base	not sure where nearest unit base is
Speed limit on site	n/a
Local Council	Brent

## Owner will consider allowing:

Animals on site	no
Nudity	possibly
Smoking	possibly
Snow / Rain / Wind effects	possibly
Immoral content / Drug scenes	possibly
Drones	possibly
Haze / Smoke effects	possibly
Naked flame	possibly