

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

dfvr

Property

Main rooms available	y
Number of floors	y

Roof access	y
Shared site/tenants	
Toilets can be used	
Electrical supply on site	
Heating	
Noise from schools/transport	
Ceiling height 20ft +	
WiFi	
Drive inside building	
Is sound proof	
Floor covering required	
Specific H&S or PPE requirements	
Smoking policy	
Directional signage can be put up	

Access

Site visit requirements	
Permitted hours of access	
Areas off limits	
Width / height restriction	
Disabled access	
Max persons on site	
Any restrictions	

Set Dressing:

Is Grade listed	
Move furniture	
Drill, nail, stick or fix	
Paint	
Dig/excavate	

Lighting:

Black out	
Control of lights	
Lighting from outside	

Vehicles:

Parking on site	
Parking nearby	
Unit base	
Speed limit on site	
Local Council	

Owner will consider allowing:

Animals on site	
Nudity	
Smoking	
Snow / Rain / Wind effects	
Immoral content / Drug scenes	
Drones	
Haze / Smoke effects	
Naked flame	