

# 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

Four storey pay and display car park with capacity of 357 car spaces. Has an open air top with good urban views.

Due to Council policies filming or photography that involves the following will not be allowed:

- is of political nature
- conflict with government or RBBC policy
- promotion of gambling
- could otherwise damage the reputation of RBBC.

## Property

|                                   |                       |
|-----------------------------------|-----------------------|
| Main rooms available              | all                   |
| Number of floors                  | 4                     |
| Roof access                       | yes                   |
| Shared site/tenants               | some contract parking |
| Toilets can be used               | none on site          |
| Electrical supply on site         | none on site          |
| Heating                           | none on site          |
| Noise from schools/transport      | some traffic          |
| Ceiling height 20ft +             | in some places        |
| WiFi                              | none on site          |
| Drive inside building             | yes                   |
| Is sound proof                    | no                    |
| Floor covering required           | no                    |
| Specific H&S or PPE requirements  | no                    |
| Smoking policy                    | not allowed           |
| Directional signage can be put up | yes                   |

## Access

|                            |                        |
|----------------------------|------------------------|
| Site visit requirements    | none                   |
| Permitted hours of access  | any                    |
| Areas off limits           | some contract parking  |
| Width / height restriction | 6ft6 / 2m max headroom |
| Disabled access            | yes                    |
| Max persons on site        | n/a                    |
| Any restrictions           | none                   |

## Set Dressing:

|                 |     |
|-----------------|-----|
| Is Grade listed | no  |
| Move furniture  | n/a |

|                           |                        |
|---------------------------|------------------------|
| Drill, nail, stick or fix | probably depends where |
| Paint                     | no                     |
| Dig/excavate              | n/a                    |

### Lighting:

|                       |          |
|-----------------------|----------|
| Black out             | possible |
| Control of lights     | yes      |
| Lighting from outside | possible |

### Vehicles:

|                     |                                    |
|---------------------|------------------------------------|
| Parking on site     | plenty                             |
| Parking nearby      | ha ha                              |
| Unit base           | n/a                                |
| Speed limit on site | 5 mph                              |
| Local Council       | Reigate and Bnstead County Council |

### Owner will consider allowing:

|                               |  |
|-------------------------------|--|
| Animals on site               | possibly   |
| Nudity                        | no explicit nudity, adult only content or scenes of a sexual nature. |
| Smoking                       | not allowed  |
| Snow / Rain / Wind effects    | possibly   |
| Immoral content / Drug scenes | depends upon the films synopsis                                      |
| Drones                        | yes  |
| Haze / Smoke effects          | yes  |
| Naked flame                   | possibly   |