

# 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.
- Negotiate all location hire fees.
- 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 Owner:

- Should supply personnel to oversee the film crew on site, this includes site visits and during the period of access. Locality can provide this if you are unable to.
- Should be available to check the location after the shoot and complete the Sign Off Sheet.

## The Production must always:

- 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.
- The Production is solely responsible for all items of equipment and vehicles, the owner does not accept responsibility for any lost or stolen items.
- To have at least one "appointed first aid person" on site at all times.
- Not to move or touch the owners possessions unless noted in the contract particulars.
- Not to move or operate the owners machinery.
- Avoid identifying the owner, personnel, visitors or tenants, on screen in any manner 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.
- 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.

Location Reference:	LOC5786
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## Description of property

Barons' Cave is thought to be an escape route for the medieval castle that once stood on the hill above. Dug from compacted sand, the sloped tunnel leads from the pyramid in the park above, to a gated entrance at its end. There are brick stairs at the top and wide steps lead downwards to a large alcove on the right containing a fearsome dinosaur. Further along the tunnel is a main gallery where plenty have left their mark, with graffiti dating from 1644 onwards, and a number of other carvings include a series of large heads, a horses' head and a bull's head.

## Property

Areas off limits	none
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	1
Outside spaces (garden/roof)	
Drive inside building	no
Floor covering required	no
Ceiling height	yes in places
Noise from schools/transport	none
Is sound proofed?	yes

## Access

Permitted hours of access	CLOSED 1st Dec to 31st March as bats are hibernating. otherwise anytime is available
Specific to the location	
Site visit requirements(charged for, escorted, etc)	Must be escorted - Production to pay for staff time
H&S or PPE requirements	none
Shared site/tenants	
Max persons on site	100
Disabled access	none
Lift	
Directional signage	

## Welfare

Toilets		Heating	
WiFi		Water	
Electricity		Shelter	

### Set Dressing: Can production

Move furniture	n/a
Drill, nail, stick or fix	not allowed
Paint	not allowed

### Construction: Can production

Attach to building	
Dig/excavate	not allowed

### Lighting:

Black out	not required its pitch black
Control of lights	none on site
Lighting from outside	you could run cables from Castle Ground Park by the pyramid, there is access through a folly that has a width restriction of 1.3m

### Vehicles:

Access	
Parking on site	Access in a park that the council also owns, you could drive small vans to entrance
Width/height restrictions	
Other possible parking areas	yes we can arrange
Speed limit on site	5 mph
Road outside controlled by	Reigate and Banstead Borough Council

### Owner will consider allowing:

Animals on site	yes
Nudity	possibly depends on the scene and nature of the film

Smoking	no
Snow / Rain / Wind effects	possibly
Immoral content / Drug scenes	possibly depends on the scene and nature of the film
Drones	no
Haze / Smoke effects	possibly
Naked flame	probably not

Other points, restrictions or policies associated with this location	
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