

# 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

There are two sets of caves either side of Tunnel Road:

East Caves were dug specifically for storing wines and beers.

West caves were originally opened up as sand mines excavating silver sand used for making good quality glass. During the Second World War they were used as public air raid shelters, where a community of residents slept regularly for many months.

A shooting club sometimes uses West caves but they are flexible to move dates for filming.

We are happy to arrange a recce for you to see the cave system but as it is an unmanned site we need to charge a fee to cover staff fees. It takes about 1 to 1.5 hours to see all the cave systems, shorter if you identify the area required. If you would like us to arrange a site visit, let us know when you want to visit and contact details of who will be attending. We also need details of where to send the invoice.

See also

LOC5786 Barons Cave. <https://www.localityonline.com/8/29/5786>

The road and tunnel outside the Reigate caves. <https://www.localityonline.com/8/29/5791>

## Property

|                                   |  |
|-----------------------------------|--|
| Main rooms available              | numerous parts to the caves - each photos are named  |
| Number of floors                  | all on one level   |
| Roof access                       | no   |
| Shared site/tenants               | A shooting club sometimes uses West caves but they are flexible to move dates for filming. |
| Toilets can be used               | only for crew of 5 or less people  |
| Electrical supply on site         | some but not for lighting  |
| Heating                           | its warm on the caves  |
| Noise from schools/transport      | none   |
| Ceiling height 20ft +             | in some areas  |
| WiFi                              | actually there is some   |
| Drive inside building             | no   |
| Is sound proof                    | very   |
| Floor covering required           | no   |
| Specific H&S or PPE requirements  | no   |
| Smoking policy                    | no smoking or haze allowed   |
| Directional signage can be put up | yes  |

## Access

|                            |  |
|----------------------------|--|
| Site visit requirements    | We are happy to arrange a recce for you to see the cave system but as it is an unmanned site we need to charge a fee to cover staff fees It takes about 1 to 1.5 hours to see all the cave systems, shorter if you identify the area required. If you would like us to arrange a site visit, let us know when you want to visit and contact details of who will be attending. We also need details of where to send the invoice. |
| Permitted hours of access  | site visits during office hours / filming anytime  |
| Areas off limits           | none   |
| Width / height restriction | various heights  |
| Disabled access            | not wheelchair friendly  |
| Max persons on site        | 400  |
| Any restrictions           | nothing glaring but see Reigate Councils page on Localitys website for details   |

### Set Dressing:

|                           |                        |
|---------------------------|------------------------|
| Is Grade listed           | yes                    |
| Move furniture            | yes                    |
| Drill, nail, stick or fix | no                     |
| Paint                     | no                     |
| Dig/excavate              | possibly depends where |

### Lighting:

|                       |   |
|-----------------------|---|
| Black out             | ha ha - turn off the lights its pitch black       |
| Control of lights     | yes the lights can be controlled                  |
| Lighting from outside | no but cable run down the fire escape is possible |

### Vehicles:

|                     |  |
|---------------------|--|
| Parking on site     | Tunnel Road outside can be parked on - contact Surrey Film Office for permission |
| Parking nearby      | on Reigate High Street   |
| Unit base           | At RBBC Town Hall a minute away  |
| Speed limit on site | 5mph on Tunnel Road  |
| Local Council       | Reigate & Banstead Borough Council   |

**Owner will consider allowing:**

|                               |  |
|-------------------------------|--|
| Animals on site               | yes  |
| Nudity                        | Scenes of explicit nudity, adult only content or scenes of a sexual nature   |
| Smoking                       | As part of the action possibly but due to enclosed area a ventilation system may be required   |
| Snow / Rain / Wind effects    | probably not   |
| Immoral content / Drug scenes | Due to Council policies filming or photography that involves any of the following will not be allowed: conflicts with government or RBBC policy. promotes gambling. could otherwise damage the reputation of RBBC. |
| Drones                        | possible   |
| Haze / Smoke effects          | possibly but due to enclosed area a ventilation system may be required   |
| Naked flame                   | possibly but due to enclosed area a ventilation system may be required   |