

# 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:	LOC5788
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## 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

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

## Access

Permitted hours of access	site visits during office hours / filming anytime
Specific to the location	

Site visit requirements(charged for, escorted, etc)	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.
H&S or PPE requirements	no
Shared site/tenants	
Max persons on site	400
Disabled access	not wheelchair friendly
Lift	
Directional signage	

## Welfare

Toilets		Heating	
WiFi		Water	
Electricity		Shelter	

## Set Dressing: Can production

Move furniture	yes
Drill, nail, stick or fix	no
Paint	no

## Construction: Can production

Attach to building	
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:

Access	
Parking on site	Tunnel Road outside can be parked on - contact Surrey Film Office for permission
Width/height restrictions	
Other possible parking areas	on Reigate High Street
Speed limit on site	5mph on Tunnel Road
Road outside controlled by	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

Other points, restrictions or policies associated with this location	
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