

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:	LOC5790
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Description of property

Modern offices within a townhall spread over three floors available during the week and for long term bookings.
Seating areas and glass offices within an office.
Parking on site to boot.

Property

Areas off limits	some store areas
Rooms available on ground floor	
Rooms available on upper floors	
Number of floors	three
Outside spaces (garden/roof)	
Drive inside building	no
Floor covering required	no
Ceiling height	no
Noise from schools/transport	no
Is sound proofed?	not bad

Access

Permitted hours of access	any
Specific to the location	
Site visit requirements(charged for, escorted, etc)	visitors must sign in or have passes to swipe
H&S or PPE requirements	none
Shared site/tenants	
Max persons on site	500
Disabled access	yes
Lift	
Directional signage	

Welfare

Toilets		Heating	
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WiFi		Water	
Electricity		Shelter	

Set Dressing: Can production

Move furniture	yes
Drill, nail, stick or fix	not likely
Paint	possibly please ask

Construction: Can production

Attach to building	
Dig/excavate	no

Lighting:

Black out	could be tricky
Control of lights	you can control the lights
Lighting from outside	yes possible all around building

Vehicles:

Access	
Parking on site	yes
Width/height restrictions	
Other possible parking areas	on site or on other council land
Speed limit on site	15 mph
Road outside controlled by	Reigate and Banstead County Council

Owner will consider allowing:

Animals on site	possibly depending upon action, scene and animal.
Nudity	not likely, depends upon the action, scence and synopsis of film.
Smoking	not permitted on site
Snow / Rain / Wind effects	yes possible

Immoral content / Drug scenes	not likely, depends upon the action, scence and synopsis of film.
Drones	yes possible
Haze / Smoke effects	yes possible
Naked flame	not permiited on site

Other points, restrictions or policies associated with this location	
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