

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

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

Main rooms available

all shown

Number of floors	three
Roof access	no
Shared site/tenants	yes, council staff can be moved to different areas
Toilets can be used	yes
Electrical supply on site	yes
Heating	yes
Noise from schools/transport	no
Ceiling height 20ft +	no
WiFi	yes
Drive inside building	no
Is sound proof	not bad
Floor covering required	no
Specific H&S or PPE requirements	none
Smoking policy	not allowed
Directional signage can be put up	yes

Access

Site visit requirements	visitors must sign in or have passes to swipe
Permitted hours of access	any
Areas off limits	some store areas
Width / height restriction	normal door widths
Disabled access	yes
Max persons on site	500
Any restrictions	none

Set Dressing:

Is Grade listed	no
Move furniture	yes
Drill, nail, stick or fix	not likely
Paint	possibly please ask

Dig/excavate	no
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Lighting:

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

Vehicles:

Parking on site	yes
Parking nearby	on site or on other council land
Unit base	on site or on other council land
Speed limit on site	15 mph
Local Council	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, scene 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, scene and synopsis of film.
Drones	yes possible
Haze / Smoke effects	yes possible
Naked flame	not permitted on site