

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:	LOC5816
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Description of property

Established in 1895, this 9 hole course is set within a 120 acre Site of Special Scientific Interest, where heather and gorse-lined fairways are laid out on a natural heathland landscape around a beautiful old clubhouse and windmill. The clubhouse sits atop a hill with commanding country views.

The course is configured with nine holes and eighteen separate tees which are positioned so that they change the appearance of every hole to a greater or lesser extent. Sometimes the tee placements are shorter or longer on the back nine, other times they're located on the other side of the fairway, offering a different angle of play.

Property

Areas off limits	the office
Rooms available on ground floor	
Rooms available on upper floors	private dining area, kitchen
Number of floors	2
Outside spaces (garden/roof)	seating outside
Drive inside building	no
Floor covering required	no
Ceiling height	normal
Noise from schools/transport	none
Is sound proofed?	no

Access

Permitted hours of access	Dependent upon club meetings
Specific to the location	sits on top of a hill. The road up is hard standing and has some potholes
Site visit requirements(charged for, escorted, etc)	no
H&S or PPE requirements	not required
Shared site/tenants	
Max persons on site	150
Disabled access	yes
Lift	no
Directional signage	is allowed

Welfare

Toilets	yes on site	Heating	yes
WiFi	yes	Water	yes
Electricity	yes	Shelter	yes

Set Dressing: Can production

Move furniture	yes
Drill, nail, stick or fix	possibly
Paint	

Construction: Can production

Attach to building	possibly
Dig/excavate	no the ground around the windmill is SSSI protected and cannot be dug into or covered.

Lighting:

Black out	possible
Control of lights	yes
Lighting from outside	possible

Vehicles:

Access	the hardstanding gravel drive, has some potholes
Parking on site	plenty on site
Width/height restrictions	none
Other possible parking areas	plenty on site
Speed limit on site	5 mph
Road outside controlled by	Surrey Film Office

Owner will consider allowing:

Animals on site	possibly
Nudity	dependent upon the scene, no adult content
Smoking	possibly

Snow / Rain / Wind effects	possibly
Immoral content / Drug scenes	possibly
Drones	possibly
Haze / Smoke effects	possibly
Naked flame	possibly

Other points, restrictions or policies associated with this location	The ground around the windmill is SSSI protected and cannot be dug into or covered.
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