

REGISTRATION SITE INFORMATION DOCUMENT - COMMERCIAL

| | Filming (12 hour days) | Photoshoot (10 hour days) | Private parties (hourly fees) | Weddings (per day) | Build Space (weekly) | Unit base (24 hours) |
|--------------------------|---|------------------------------|----------------------------------|-----------------------|-------------------------|-------------------------|
| Property may be used for | YES | YES | YES | YES | | |
| Minimum fee accepted | TBD | TBD | £2500+VAT 6hours | £10000+V AT | | |
| Location Hire Fee | <ul style="list-style-type: none">• The location hire fee will be negotiated by Locality and agreed with you prior to the booking.• Locality will add a commission to this fee that is paid by the Production/Client. Our commission fee is variable but usually 25%.• You will be paid before or on the first day of access.• Cancellation fees are 100% if cancelled after both parties have signed the Location hire Agreement.• Power is not charged unless production uses over 100 units. | | | | | |

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.
- Be available to check the location after the shoot and complete the Sign Off Sheet.

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.

I have read and agree to Locality's privacy policy.

I have read and agree to Locality's T&C's of registering a property

[Terms and Conditions of Registering Property](#)

DESCRIPTION OF PROPERTY

PROPERTY

| | |
|-----------------------------------|---|
| Main rooms available | Barn and main house, walled gardens and surrounding fields - in the house, only publicly available rooms - the Great hall, drawing rooms and bedrooms |
| Number of floors | 2 |
| Roof Access | No |
| Shared site/tenants | YES - family lives in the main house |
| Toilets can be used | YES |
| Electrical supply on site | No |
| Heating | TBD |
| Noise from schools/transport | No |
| Ceiling height 20ft + | Yes, some rooms in the main house |
| WiFi | In the Barn |
| Drive inside building | No |
| Is sound proof | No |
| Floor covering required | Yes |
| Specific H&S or PPE requirements | Yes |
| Smoking policy | Yes |
| Directional signage can be put up | Yes |

ACCESS

| | |
|----------------------------|--------------------|
| Site visit requirements: | Speak to the House |
| Permitted hours of access | TBD |
| Areas off limits | TBD |
| Width / height restriction | None |
| Disabled access | Yes |
| Lift | No |
| Max persons on site | TBD |
| Evacuation procedure | TBD |

| | |
|------------------|-----|
| Any restrictions | TBD |
| | |

SET DRESSING can production

| | |
|---------------------------|--------------------|
| Move furniture | Yes but only Staff |
| Drill, nail, stick or fix | No |
| Paint | No |
| Dig / excavate | TBD |
| | |

LIGHTING

| | |
|-----------------------|-------------------|
| Black out | TBD |
| Control of lights | Yes |
| Lighting from outside | Yes with Tracking |

VEHICLES

| | |
|---------------------|-----------|
| Parking on site | YEs |
| Parking nearby | Yes |
| Unit Base | Car Park |
| Speed limit on site | 15mph |
| Local Council | Guildford |
| | |

OWNER WILL CONSIDER ALLOWING

| | |
|-------------------------------|-----|
| Animals on site | TBD |
| Nudity | TBD |
| Smoking | TBD |
| Snow / Rain / Wind effects | TBD |
| Immoral content / Drug scenes | TBD |
| Drones | TBD |
| Haze / Smoke effects | TBD |
| Naked flame | No |

| | |
|-------|--|
| Notes | |
|-------|--|

