

# SITE INFORMATION DOCUMENT - Commercial

## 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

Commercial Building offering serviced offices. Two self contained vacant floors available.

## PROPERTY

Main rooms available	Lower Ground Floor, 2nd Floor (self contained floors)
Number of floors	Whole building is 5 floors.
Roof access	No
Shared site/tenants	Yes
Toilets can be used	Yes
Electrical supply on site	Yes
Heating	Yes
Noise from schools/transport	Train (mild)
Ceiling height 20ft +	In LG Yes
WiFi	Yes
Drive inside building	No
Is sound proof	Not 100%

Floor covering required	Yes
Specific H&S or PPE requirements	N/A
Smoking policy	Outside
Directional signage can be put up	Yes

## ACCESS

Site visit requirements:	8.00 - 18.00
Permitted hours of access	To be discussed - there is <b>24/7 security outside of working hours</b>
Areas off limits	Tenanted offices / Residential Flats
Width / height restriction	TBC
Disabled access	Via the front, not the back (where vehicles would access)
Lift	Yes
Max persons on site	Depends on the space
Evacuation procedure	
Any restrictions	

## SET DRESSING can production

Move furniture	Yes
Drill, nail, stick or fix	Providing it is put back to how it was at the end of the job.
Paint	Providing it is put back to how it was at the end of the job.
Dig / excavate	No

## LIGHTING

Black out	No
Control of lights	No
Lighting from outside	Yes

## VEHICLES

Parking on site	No (off loading possible at the back but not long parking)
Parking nearby	Yes - pay&display car park nearby
Unit Base	No - pay&display car park nearby
Speed limit on site	N/A

**OWNER WILL CONSIDER ALLOWING**

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

Notes	
-------	--