

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

Open plan office space with banks of desks. Studio space and couple of meeting rooms.

PROPERTY

Main rooms available	<ul style="list-style-type: none">- Ground floor, open plan office. (Mondays/Fridays/Weekends only)- Basement- Studio space- Long Room/Meeting space
Number of floors	2
Roof access	No
Shared site/tenants	We host a variety of other companies on site and are a working office.
Toilets can be used	Yes
Electrical supply on site	Yes
Heating	Yes
Noise from schools/transport	Some on the ground floor, none in basement space.
Ceiling height 20ft +	No (12ft)

WiFi	Yes
Drive inside building	No
Is sound proof	No
Floor covering required	Yes
Specific H&S or PPE requirements	None
Smoking policy	No smoking in the building.
Directional signage can be put up	Yes

ACCESS

Site visit requirements:	No special requirements
Permitted hours of access	Ideally 8:30-12:30 otherwise 7am-6pm
Areas off limits	None
Width / height restriction	174x340cm
Disabled access	Ramp to ground floor office space available. Lift access to the basement floor. No access between floors.
Lift	Lift access to the basement floor. (May not be used for cargo.)
Max persons on site	35
Evacuation procedure	Ground floor - Exit out the front and side door.
Any restrictions	None (other than lack of disabled access between floors)

SET DRESSING can production

Move furniture	After consultation with the owner.
Drill, nail, stick or fix	After consultation with the owner
Paint	No
Dig / excavate	No

LIGHTING

Black out	Ground floor - No Basement - Yes (Long Room exception)
Control of lights	Ground Floor - Yes, (on switches) Studio - Yes (on dimmers) Long Room - Yes (on switches)

Lighting from outside	Ground floor - Large windows at the front which lets in lots of sunlight. Basement - Long room has a skylight. Otherwise no lighting from outside in the basement.
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VEHICLES

Parking on site	No
Parking nearby	Closest car park is 168 Shoreditch High Street. On street parking between 2-4 hours.
Unit Base	No
Speed limit on site	N/A
Local Council	Tower Hamlets

OWNER WILL CONSIDER ALLOWING

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

Notes	
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