

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

A bright architecture studio / office. There is a main space which is approx 11 x 6 x 4m, a separate kitchenette, WC, cloakroom, meeting table / chairs and break-out space. (floorplan below)

PROPERTY

Main rooms available	Main space 11 x 6 x 4m
Number of floors	1
Roof access	no
Shared site/tenants	
Toilets can be used	yes
Electrical supply on site	yes
Heating	yes
Noise from schools/transport	The studio is quite well insulated
Ceiling height 20ft +	4m
WiFi	yes
Drive inside building	no

Is sound proof	yes
Floor covering required	depends
Specific H&S or PPE requirements	
Smoking policy	No smoking
Directional signage can be put up	Signs can be put up outside if needed and also inside / tied to columns / magnetic buttons on the white board are available to use

ACCESS

Site visit requirements:	
Permitted hours of access	Ideally not before 7am
Areas off limits	None
Width / height restriction	
Disabled access	
Lift	No - ground floor
Max persons on site	40 - 60
Evacuation procedure	
Any restrictions	

SET DRESSING can production

Move furniture	Yes
Drill, nail, stick or fix	No to drilling into walls. Can hang things off the ceiling structures
Paint	No
Dig / excavate	

LIGHTING

Black out	Yes
Control of lights	Yes
Lighting from outside	Yes

VEHICLES

Parking on site	Available upon request
Parking nearby	
Unit Base	

Speed limit on site	
Local Council	Hackney

OWNER WILL CONSIDER ALLOWING

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

Notes	
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ISSUED FOR INFORMATION ONLY

Notes:
ALL FURNITURE CAN BE MOVED TO SUIT
REQUIREMENTS

Kitchenette
- Removed o/h storage and construction of 3no. new shelves
- new fridge to be installed
- new counter-top hob / oven

Coats and o/h storage to be formed of 18mm WBP ply - painted to match walls

New uninsulated 100mm C16 stud partitions clad in 18mm OSB3 from floor to ceiling, painted white

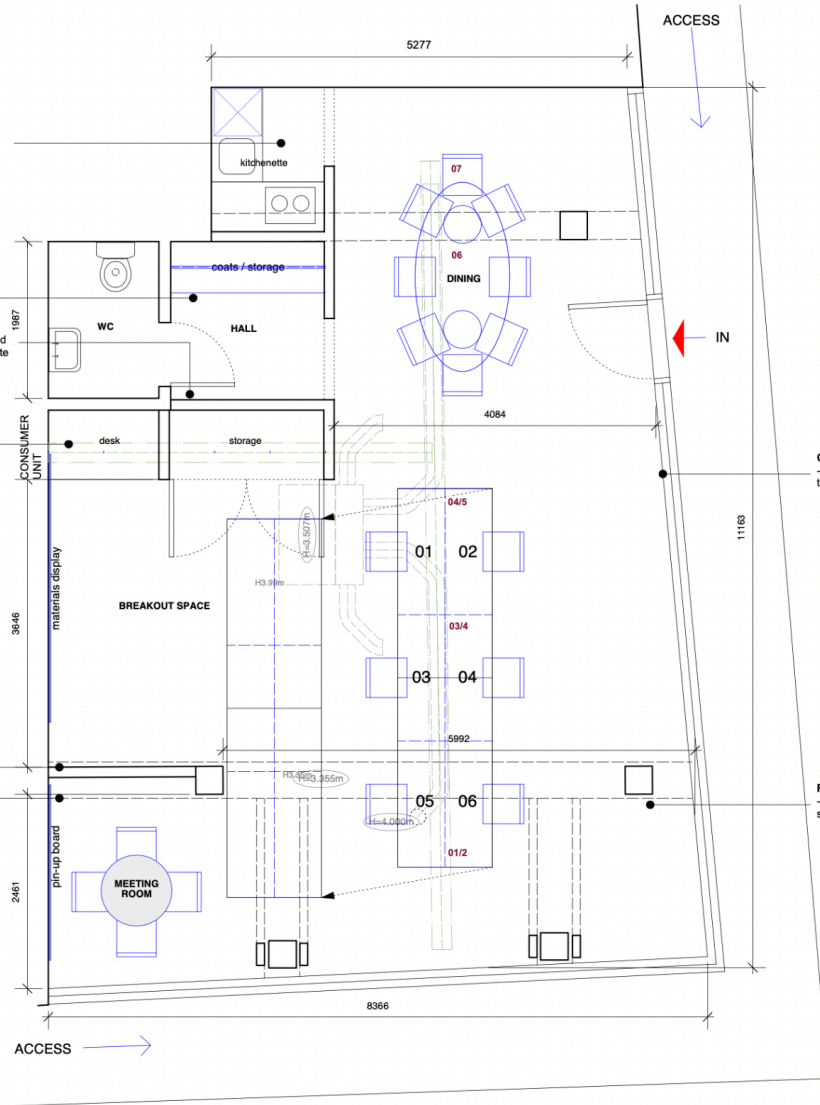
New cupboarded / lockable tool storage to be formed in wall with doors

New floor to ceiling 100mm stud partition with shelves

Dashed line = downstand

Curtains
- Nylon voile gathered curtains give a bit of privacy to the internal use

Floor
- existing vinyl floor to be primed and painted safety yellow (RAL 1019)



1 Lower Ground Plan
Scale: 1:50 @ A3