

SITE INFORMATION DOCUMENT - LOC5742

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 of at least £4,000

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.
- 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.

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

Built in 1857 this historic library and debating chamber has seen some revolutionary moments. The murals on the library walls and ceiling were painted by William Morris and Dante Gabriel Rossetti. There are other rooms available for hire: Debating chamber with capacity up to 500 people; Goodman Library; Gladstone room with capacity up to 60 people; Macmillan Room.

PROPERTY

Areas off limits	The private offices
Rooms available	Debating chamber, Old Library, Goodman Library, Macmillan room, Gladstone room, Morris Room, Television room.
Number of floors	2
Roof access	No
Toilets can be used	Yes
Electrical supply on site	13 amp mains only
Heating	Yes
Noise (from schools/transport etc)	Not usually
Ceiling height 20ft +	Yes, except in Morris and Television rooms
WiFi	Yes
Is sound proofed	No
Floor covering required	On some surfaces
Smoking on site	Not allowed anywhere in building or grounds

BRANDING	<ul style="list-style-type: none"> • Avoid identifying the premises and owner on screen in any manner by reputation, logos, colour schemes, uniforms, badges, or banners unless specific permission has been obtained. • Scripts must be submitted for review and approval before filming can occur. • Avoid identifying any teachers, personnel, students on screen.
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Public Liability Insurance	Production must supply evidence of PLI of at least £10 million UKP
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ACCESS

TIMING	<ul style="list-style-type: none"> • This building is an educational facility which is open to students during term time between 9am and 4pm. • Student teachings take priority over filming/photography so best to arrange access out of term times. • Two weeks' notice is preferred.
Site visit requirements:	Fees apply for visits lasting more than one-hour.
Width / height restriction	A single gate provides access to the property with a usable width of 100cm/39.5 inches. It is also possible for machines to lift material over the 9ft wall of the courtyard.
Staff	All visits must be escorted by staff. Locality will advise you of the costs.
Security	Production to supply a minimum of two security guards.
Disabled access	Ramps available for the ground floor of main buildings. No disabled access to higher floors.
Lift	No
Max persons on site	800; 500 in the debating chamber.
Directional signage can be put up	So long as it is free-standing.

SET DRESSING

Move furniture	Can be moved by staff for a fee.
Drill, nail, stick or fix	Not allowed - Grade 1 listed
Painting of walls	Not allowed - Grade 1 listed
Art work	The owner has copyright to all imagery within the premises.

CONSTRUCTION

Attach to building	Almost never, perhaps possible for a fee and consultation with the building manager to minimise risk of damage.
Dig / excavate	Never allowed.

LIGHTING

Black out	Will need to bring black out curtains or other screens to reduce exterior light.
Control of lights	All lights are controllable.
Lighting from outside	In most spaces.

VEHICLES

Parking on site	There is NO PARKING on site but on the road outside and has to be organised via Oxford Film Office office@locationoxfordshire.co.uk
Parking nearby	Two car parks within a 10-minute walk. Height restrictions may apply.
Unit Base	Contact Oxford Film Office for advice office@locationoxfordshire.co.uk
Who owns the road outside	Oxford Council

OWNER WILL CONSIDER ALLOWING

Animals on site	Typically no.
Nudity	No
Smoking	No, except perhaps for a scene. Not for the crew.
Snow / Rain / Wind effects	Possibly in the courtyard.
Immoral content / Drug scenes	Almost certainly not.
Drones	Yes, so long as applicable laws are followed.
Haze / Smoke effects	Possibly.
Naked flame	Possible for scenes but with separate risk assessment and safety precautions in place.

OTHER THINGS

Catering	There is a kitchen on site that can cater for up to 250 people. Two weeks minimum notice required for catering.
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