

# SITE INFORMATION DOCUMENT - LOC5753

## The Production must always:

- supply evidence of Public Liability Insurance with a minimum cover of £10 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.
- Never touch machinery, hoists, control panels or open any shut cupboard.
- 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

This historic venue offers a mix of grand Victorian architecture and flexible white canvas spaces, providing a sophisticated backdrop for events of any size and style. With a capacity of up to 1000 guests, it's perfect for corporate events, exhibitions, filming and weddings. The venue's award-winning AV technology includes discrete LED, robotic lighting, and screens that seamlessly blend in with the space, enhancing the event experience. Whether it's a high-tech conference or a luxurious reception, the combination of grand architecture and cutting-edge technology makes every event truly special.

### Public Liability Insurance

Production must supply evidence of PLI of at least £10 million UKP

## PROPERTY

Room / Area	Size sq ft	seated	standing	theatre	cabaret	Ceiling height 20ft +
The Ballroom	380	440	700	500	250	10.3
The Old Billiard Room	346	250	500	350	180	5
Annex	147	140	225	105	56	4.5
Salon	61.4	40	100	70	32	4.5
Entrance Hall	33	-	40	40	32	4.5

Victoria	61.4	50	100	60	40	4.5
Library	24.4	16				4.5
Smaller Meeting Rooms	18.7	10	15	10		4.5

## PROPERTY

PERSONNEL		FACILITIES:		SUPPLIED	
In-house catering	yes	Backroom area	yes	Power supply	AC
Technicians	yes	Changing area	yes	Toilets	Yes
Front of house	yes	Make-up area	yes	Water	Yes
Bar staff	yes	Stage	yes	Wi-fi	Yes
Other		Other		Heating	Yes

Equipment for hire on site	Yes
Dry Hire	Yes
Marquees / tents	Indoors venue so not applicable
H&S or PPE requirements	No
Smoking policy	No smoking indoors, smoking area outside the front of the building
Overnight stays	We share the lobby with a hotel where we give discounted rates
Advertise externally	Yes
Directional signage can be put up	Yes

## WELFARE

Crew can use toilets	Yes	Heating is available	Yes
Crew can use WiFi	Yes	Water is available	Yes
Electrical supply on site	Yes	Directional signage can be put up	Yes

## ACCESS

Site visit requirements	
Permitted hours of access	Licence goes until 2am for guests, de rig can go beyond this time with no restriction
Areas off limits	

Width / height restriction	
Disabled access	Yes
Lift	Yes
Max persons on site	Can accommodate guest capacity of 1,000 across the venue
Evacuation procedure	meeting point- Nigeria House
Any restrictions	

## SET DRESSING

Is Grade listed	Grade II listed
Move furniture	yes
Drill, nail, stick or fix	Vinyl can be used
Paint	no

## CONSTRUCTION can production

Attach to building	yes
Dig / excavate	no

## LIGHTING

Black out	yes
Control of lights	yes
Lighting from outside	no

## VEHICLES

Parking on site	no
Parking nearby	yes
Unit Base	no
Speed limit on site	no
Local Council	yes

## OWNER WILL CONSIDER ALLOWING

Animals on site	On request
Nudity	no

Smoking	no
Snow / Rain / Wind effects	no
Immoral content / Drug scenes	no
Drones	no
Haze / Smoke effects	no
Naked flame	no

Notes

