

SITE INFORMATION DOCUMENT - LOC5727

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.
- Never 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

This Grade II listed town hall offers various rooms which are available to hire either separately or the whole Town Hall can be hired. Main Hall on the second floor features a rounded ceiling and stained glass windows and can accommodate up to 210 guests. The Council Chamber is panelled in oak from floor to ceiling and is adorned with a beautiful fireplace and brass chandeliers. This room can accommodate up to 60 guests. Mayor's Parlour is a decent sized room with a large marble fire place and is filled with historic artefacts.

PROPERTY

Main rooms available	Main Hall, Council Chamber and Committee Room, Mayor's parlour
Number of floors	2
Roof access	Yes
Shared site/tenants	No
Toilets can be used	Yes
Electrical supply on site	Yes
Heating	Yes
Noise from schools/transport	Town location
Ceiling height 20ft +	?

WiFi	Yes
Drive inside building	No
Is sound proof	Yes
Floor covering required	Yes
Specific H&S or PPE requirements	No
Smoking policy	No smoking or vaping
Directional signage can be put up	Yes

ACCESS

Site visit requirements:	Prior arrangement
Permitted hours of access	09.00 - 5.00 outside of these hours by prior arrangement
Areas off limits	Depends on hire
Width / height restriction	
Disabled access	Yes
Lift	
Max persons on site	
Evacuation procedure	
Any restrictions	

SET DRESSING can production

Move furniture	With prior agreements
Drill, nail, stick or fix	No
Paint	No
Dig / excavate	No

LIGHTING

Black out	Yes
Control of lights	Yes
Lighting from outside	Yes

VEHICLES

Parking on site	No
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Parking nearby	Yes - multiple car parks
Unit Base	Yes - multiple car parks
Speed limit on site	Town centre limits
Local Council	Henley Town Council

OWNER WILL CONSIDER ALLOWING

Animals on site	To be agreed
Nudity	To be discussed
Smoking	Herbal only and with prior agreement
Snow / Rain / Wind effects	Yes
Immoral content / Drug scenes	No
Drones	Yes
Haze / Smoke effects	Yes
Naked flame	No

Notes	
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