

SITE INFORMATION DOCUMENT

LOC5781 - Reigate and Banstead County Council / RBBC - Old Town Hall

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 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 Arts and Crafts style town hall was completed in 1901. There are two entrances from the street facing exterior leading into marble/tiled corridors. There are two large council meeting rooms, one Victorian and one more modern. Several rooms of varying styles are available including panelled meeting rooms. You will have good control of the location as most employees work elsewhere.
Could easily be a police station, law chambers, etc. Great period loos.

Public Liability Insurance

Production must supply evidence of PLI of at least £5 million UKP

PROPERTY

Areas off limits	Some rooms will be closed but most available.
Main rooms available	Mayor's office, ante room, council chambers, hallways/corridors
Number of floors	2 main but there is a basement
Roof access	no
Shared site/tenants	Most council employees work elsewhere
Toilets can be used	yes
Electrical supply on site	yes

Heating on site	Yes
Noise (from schools/transport etc)	Some traffic noise
Ceiling height 20ft +	In some areas
WiFi	no
Drive inside building	no
Is sound proofed	no
Floor covering required	In some areas
Specific H&S or PPE requirements	none
Smoking on site	no unless in scene

ACCESS

Site visit requirements: (charged for, escorted, etc)	Free within 9am-5pm on Monday to Friday. Other times may be charged to cover staff costs.
Permitted hours of access	Mostly very flexible hours with the exceptions being during elections and when council meetings are held.
Width / height restriction	Back car park has width restriction and a tight turn but the front car park is fine.
Disabled access	yes
Lift	There are lifts on site to most floors
Max persons on site	n/a
Directional signage can be put up	Most likely depends where

SET DRESSING can production

Move furniture	Yes under guidance or the Council staff will move/store items
Drill, nail, stick or fix	Possibly but not in Grade listed areas / woodwork / murals
Paint	Possibly but not in Grade listed areas / woodwork / murals

CONSTRUCTION can production

Attach to building	No
Dig / excavate	no

LIGHTING

Black out	Can be placed - room for platform access from most windows
Control of lights	Full control
Lighting from outside	Access is possible from the outside.

VEHICLES

Parking on site	Yes for both unit base and techs depending upon size of project.
Parking nearby	Yes
Unit Base	Yes, depending upon the size of the project.
Speed limit on site	n/a
Who owns the road outside	Reigate and Banstead Borough Council. It's a busy main road.

CONSIDERATIONS/RESTRICTIONS

Animals on site	Will be considered
Nudity	Definitely no filming of an adult nature. Other nudity will be considered depending upon the project.
Smoking	Not unless absolutely needed
Snow / Rain / Wind effects	Will be considered
Immoral content / Drug scenes	Not likely but depends on the project.
Drones	Will be considered
Haze / Smoke effects	Will be considered
Naked flame	Will be considered
RESTRICTIONS	<p>Due to Council policies filming or photography that involves the following will not be allowed:</p> <ul style="list-style-type: none"> • is political. • conflicts with government or RBBC policy. • promotes gambling • could damage the reputation of RBBC. • Scenes of explicit nudity, adult only content or of a sexual nature. <p>The following is PROHIBITED anywhere INSIDE or OUTSIDE the Property.</p> <ul style="list-style-type: none"> • possession or use of illegal drugs • Use of alcohol on site.

