

CREATIVE LOCATION

91 Brick Lane, London, E1 6QL.

T: 020 7993 5301

www.creativelocation.co.uk

info@creativelocation.co.uk

Property Name & Address (including postcode):	
Style/Type of Property and a brief description (e.g. period, detached, date built, private property, commercial property etc):	
Owner(s) Name:	
Office Telephone:	Mobile:
Website:	
Email:	
How did you hear about us?	
Is you were referred to us, please provide referral contact details Name, Mobile & Email (If applicable):	

Have you ever experienced any of the following at your property previously? <input type="checkbox"/> Filming - Feature Film <input type="checkbox"/> Filming – TV Drama/Commercial <input type="checkbox"/> Stills Photography <input type="checkbox"/> Event
Are there any of the above you would not wish to be put forward for? Please specify:
If you are regularly used as location, do you have rate card or set fees in place? If so please specify rates for filming : Photography : Events :
Location opening license: Space Capacity: Location Measurement: VAT REGISTERED: Yes / No
Would you ever consider moving out for a Production? Please specify
Would you ever consider a production painting your property for a shoot? (The decorated areas would be fully reinstated after the shoot, unless otherwise agreed):
Filming Areas - Please list all rooms, areas and exterior space available for filming at your property including any exterior spaces.

CREATIVE LOCATION

91 Brick Lane, London, E1 6QL.

T: 020 7993 5301

www.creativelocation.co.uk

info@creativelocation.co.uk

--

Floor Plan - If you have a floor plan of your property, please do send this along with your application. It helps us to have a greater understanding of your property and could increase your chances of getting location hire.

Noise Please let us know of any noise that normally occurs at the property that may impact on filming. i.e. flight path/train line/school/busy road	
---	--

Residents Association

Do you live in a home or flats where a Residents Association manages the external areas, stairwells or corridors? If so you should notify them of your registration with us so it doesn't come as a surprise when we approach them with an enquiry.

Sometimes productions may want to maximize the property by using stairwells, corridors or communal gardens in addition to your property. If this situation arises we will speak directly to the residents association to agree any details or fees.

Please supply us with a contact name and number for your residents association should we need to speak with them regarding any enquiries for your property. If you are aware that the residents association has a set fee for filming in communal areas, please specify what it is below.

Contact Name:

Contact Number:

Residents Association Fee:

Parking - Do you have private parking available on site? If so for how many cars? If there is no private parking onsite, please identify the restrictions of your offsite road parking. i.e. Residential or metered?	
---	--

Power - Is there power available on site? Please specify? (Domestic Power/3 Phase)	
--	--

Wifi - Is there a wifi or internet connection available on site?	
---	--

Water - Do you have running water on site? Please specify interior and/or exterior	
---	--

Toilets - Please outline the toilet facilities you have on site. Outline which toilet(s) will be allocated to cast and crew during hire periods.	
---	--

Kitchen - Please outline kitchen facilities for tea and coffee making at your property.	
--	--

Catering - Some locations offer their own catering for shoots, if you do so please send catering options or a sample menu with your application.	
---	--

Overnight Accommodation - Some locations (B&B's & Hotels normally) offer overnight accommodation for shoots longer than 1 day. Please specify if overnight accommodation is available and if so, please specify fees or send a rate card along with your application.	
--	--

CREATIVE LOCATION

91 Brick Lane, London, E1 6QL.

T: 020 7993 5301

www.creativelocation.co.uk

info@creativelocation.co.uk

Recces - How easy will it be for a Location Manager or Scout to come and recce your property? Is there anyone else that can give access to the property in your absence? If so please provide a name and contact number.

Directions - If your property is not obvious to find from the address given, please supply details of any landmarks nearby or signs that may help direct a location manager visiting your property on a recce.

Restrictions - Are there any restrictions for larger vehicles approaching your property? I.e. do you live down a narrow lane? If so please supply a photograph of the approach to your property.

Photographs

Please supply us with a full set of Photographs if you have them, including all of the areas above that you have agreed are available for hire as a location. Please provide all photographs to us in electronic format on disc, memory stick or by sending them via www.wetransfer.com or via www.dropbox.com

House Rules

If you have any, please do feel free to supply us with a list of house rules that productions must adhere to whilst under your roof. i.e. No shoes, No food to be eaten other than in the kitchen etc.

- 1.
- 2.
- 3.

Useful Information

Confirmation of Approval

If you have any further queries that have not been answered during the registration process, please let us know and we will happily discuss them over the phone with you.

We agree to the attached terms and conditions, which form an integral part of this agreement, and agree to Creative Location marketing our property with a view to securing location hire(s).

Signature

Please sign a copy of this registration agreement together with the attached terms and conditions and return a copy to Creative Location along with a full set of photographs by email (scanned copy) or to our mailing address set out at the bottom of this agreement (as a hard copy in the post).

Owner(s) Name _____

Date _____

Signature(s) _____

CREATIVE LOCATION

91 Brick Lane, London, E1 6QL.

T: 020 7993 5301

www.creativelocation.co.uk

info@creativelocation.co.uk

Terms & Conditions

All location hires administered by Creativity Locations Ltd are subject to our company terms & conditions that are outlined below.

1. Basis of Agreement

- 1.1. In consideration for you agreeing to the commission payments set out below, we agree to market your property for hire as a location.

2. Photographs Database and marketing

- 2.1. Inclusion on our database and our marketing services are completely free of charge. We charge a commission as set out below on all fees we generate for you.
- 2.2. Marketing the property is essential for us to be able to secure hires for your property. You agree to your property being featured on our website as a location and hereby grant to us a license to use details of and photographs of your property in any other format including social media that we consider appropriate to market your property further in order to secure location hires.
- 2.3. You should provide all photographs to us in electronic format on disc, memory stick or by uploading them to our www.dropbox.com or via www.wetransfer.com. We regret to inform you that it is not possible for us to return any discs or memory sticks that are sent to us.

3. Hiring

- 3.1. We will contact you in the event that we enter into discussions with a third party for the hire of your property to agree RECCE visits, hire fees and availability.
- 3.2. There is no obligation on you to take any booking proposed to you. However, if you agree in principle to accept a hire (known as an option or a pencil) on a particular date, it is essential that you honor this.
- 3.3. You will be asked to sign a location agreement ('**Location Agreement**') with party interested in hiring your property ('**Hirer**'). We will prepare a standard form location agreement and discuss any special terms or requirement with you and with the Hirer.

4. Fees

- 4.1. Fees payable by the Hirer ('**Fees**') are negotiated on case-by-case basis depending on the specific hire details.
- 4.2. We will not agree a Fee with a Hirer without agreeing the Fee with you in advance.
- 4.3. We will invoice the Hirer and the Hirer will pay the Fees to us.
- 4.4. We will pay the Fees less our Commission (as defined below) to you within 30 working days of the later of the receipt from you of an invoice for the Fees and us receiving the Fees from the Hirer.
- 4.5. We will not allow a Hirer access to your property without having received the Fees in advance unless otherwise agreed with you.
- 4.6. If we do not receive any Fees from the Hirer, we will not be liable to you for the same. We will use reasonable endeavors to recover all unpaid Fees.

- 4.7. In the event that a Hirer exceeds the agreed time at your property ('**Overrun**'), the Hirer will be charged 20% of the agreed daily hire fee per hour or part thereof ('**Overrun Fees**').
- 4.8. Overrun Fees will be invoiced by us to the Hirer following the hire. We will pay Overrun Fees less our Commission (as defined below) to you within 5 to 14 working days of the later of the receipt from you of an invoice for the Overrun Fees and us receiving the Fees from the Hirer.

5. Commission

- 5.1. A commission of 20% of the Fees and, if applicable Overrun Fees, (**Commission**) is payable on any successful hire. We will deduct the Commission from the Fees and Overrun Fees if applicable before paying the Fees and Overrun Fees to you.

6. Damage

- 6.1. The Location Agreement entered into between you and the Hirer will provide you with protection against damage to your property by the Hirer. We will not be liable for any such damage.
- 6.2. We will also seek confirmation from all Hirers that they are covered by satisfactory insurance.
- 6.3. In respect of each hire we will take from the Hirer in advance of the Hirer being provided access to the property a damages deposit of an amount equivalent to 20%-50% of the Fees, such damages deposit to be used to reimburse you for the cost of any minor damage caused to your property and any Overrun Fees. We will not return the damages deposit to the Hirer until you have confirmed that there is no damage to the property (or any such damages has been repaired to your satisfaction) and until any and all Overrun Fees have been paid in full.

7. Changes to your property

- 7.1. Should you make cosmetic or structural alterations to your property since your last photographs were submitted to us, please notify us of these changes before any hires are secured or any RECCE are conducted. We will update the database and our marketing material accordingly.
- 7.2. Should there be any change to the ownership of your property, please inform us of the change as soon as it is possible to do so. We appreciate moving time is stressful and it may be the last thing on your list however an introduction to the new owner would be appreciated so we can determine their interest in hiring the property as a location. It is essential for us to update our records and provide the highest standard of service.
- 7.3. If a Residents Association manages your communal areas please provide us with a contact name and number (space provided in the sections above).

CREATIVE LOCATION

91 Brick Lane, London, E1 6QL.

T: 020 7993 5301

www.creativelocation.co.uk

info@creativelocation.co.uk

You should seek the advice of the association before registration as the association may have policies and procedures in place for hires. We will contact the residents association to discuss the requirements of any hires and if any additional fees are incurred, we will negotiate these directly with the Residents Association.

terminate.

8. Termination

- 8.1. You have the right to terminate this agreement at any time by providing written notice to us, subject always to any binding Location Agreements signed by you in advance of the receipt by us of any such notice to

9. How should you contact us

- 9.1. You should send any written notice to us (for example notifying us of your intention to terminate this agreement) by post to the mailing address set out at the bottom of this agreement or by email or through our website.

10. Governing law

- 10.1. The laws of England and Wales govern this agreement and it is subject to the jurisdiction of the Court of England and Wales.