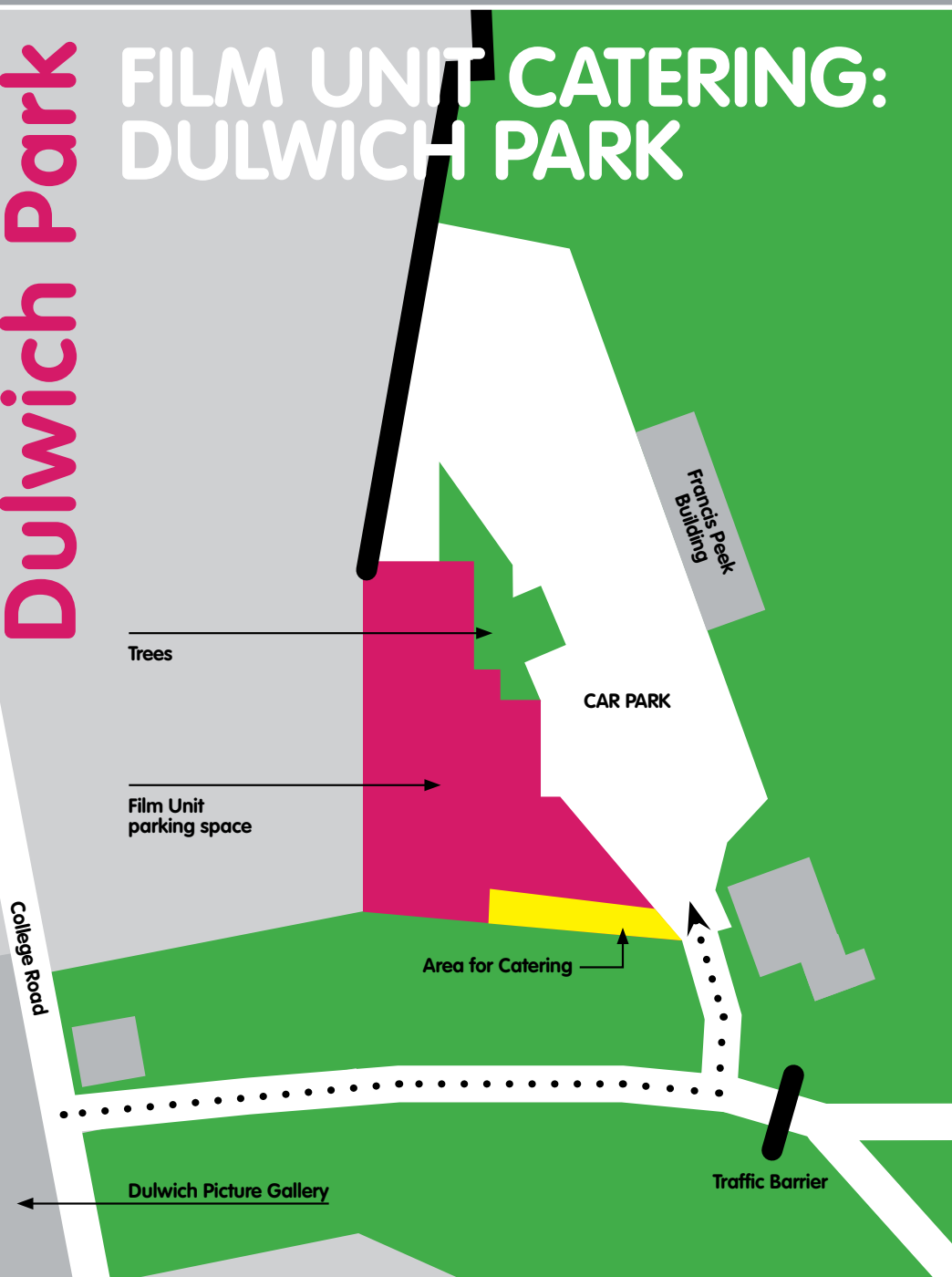


# Dulwich Park

## FILM UNIT CATERING: DULWICH PARK



### LETTER TEMPLATE FOR RESIDENTS NEAR DULWICH PARK

Dear Resident,

I am writing to inform you that Southwark Film Office have given us permission to use the Dulwich Park car park to park our vehicles for the purposes of filming on XXX . Every effort will be made by our production and crew to ensure that our work is conducted with sensitivity to the neighbourhood. As part of the terms of our license we have committed to work within a curfew. There will be no movement of large vehicles between the hours of 2300 – 0700. If you are disturbed by any of our activities during the hours of 2300 – 0700 please call me on the number below.

Alternatively, you can contact the Southwark Film Office on 0207 620 0391 or 07919 002 115 if it is an emergency, or out of hours. I assure you that any concerns you may have will be addressed promptly.

Yours sincerely,

A.N.Other

Location Manager

SOUTHWARK FILM OFFICE



## Terms & conditions for unit base parking for film crew at Dulwich Park

Recently local residents have objected to the noise made by crews working during unsociable hours (2300 – 0700) at Dulwich Park. Crews that do not respect the needs of residents jeopardise the Council's ability to offer Unit Bases to productions. Adhering to these terms is considered to be the responsibility of Production and the Location Department.

### WE HAVE THEREFORE IMPLEMENTED THE FOLLOWING MEASURES:

- The area identified in **RED** in the map below can be fully utilised by unit bases. You will have permission to cone off this area **ONLY**, including the road, and direct the public to the other open areas of the car park.
- **NO** movement of large vehicles between 23.00 – 07.00. This includes rubbish collections.
- All unit moves taking place in the evening will need to be fully completed by 2300. Any unforeseen circumstances that cause a delay, or insufficient Facilities Drivers to complete the unit move by 2300, will mean the move must be completed after 0700 the following day regardless of the impact on call time.
- Vehicles arriving after 2300 may enter the Park but must then be parked, without engines running, on the carriageway inside the gates until 7am.
- Generators must be switched off overnight.
- No unit transport vehicles permitted in car park due to the congestion of the one-way system around the car parking area – drop offs can be arranged on the carriageway.
- All site bookings require a **Deposit** of **£1000** – this will not be refunded if these terms and conditions are not adhered to.
- A written **Guarantee** (email is fine) from the Line Producer or Production Manager that the curfew will be adhered to and the deal they have with their Facilities Company allows for sufficient drivers during Unit Moves. This guarantee must be cc'd to the Facilities Company, Transport Captain, Caterers, ADs and other relevant departments.
- **Crew** to be quiet and respectful at all times. No loud talking, shouting, phone calls or smoking in public areas.
- **All Security** personnel (day & night) must be fully briefed as to how to avoid disturbing the residents at this Unit Base. They must be given the authority to send away late arrivals.
- **Residents** in the immediate area affected to be notified via letter in advance of filming with a contact for the Production and Southwark Film Office for residents to call if they are experiencing problems out of hours. Please see a template letter attached.
- **Caterers** should ideally park up the night before and they must be clearly instructed by Locations about the noise curfew. Caterers can park in the area identified by the BLUE rectangle in the attached map.
- All litter to be cleared and disposed of, off site at the end of the booking, not the day after. Any clearance carried out by Southwark Council Staff will incur additional charges taken on a case by case basis.
- Any damage caused to any element of the park and it's infrastructure will need to be paid for by the production company.
- If your facilities vehicles and crew cars cannot both fit into the designated area, please contact Southwark Film Office for alternative ideas.

### SOUTHWARK FILM OFFICE

