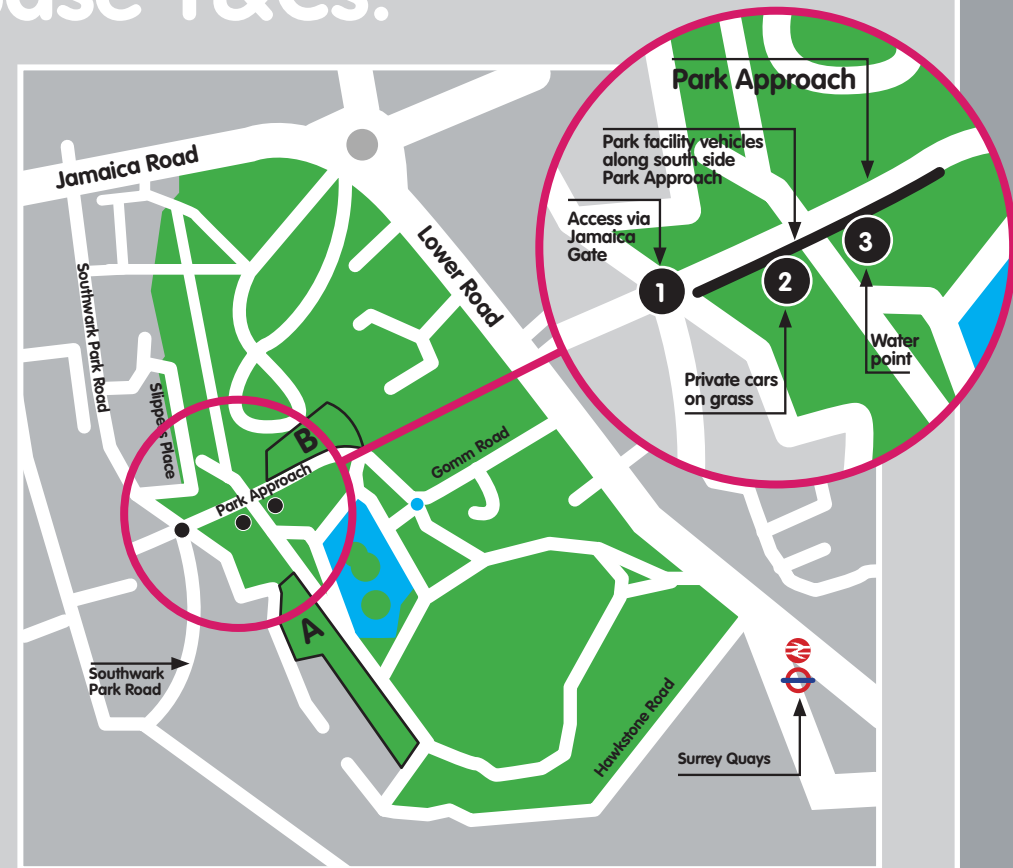


Southwark Park

Southwark Park Unit Base T&Cs:

- A full working weeks notice is required for all unit parking at Southwark Park.
- Site meeting is required prior to the unit base day with a Southwark Park Manager.
- Vehicle access is via Jamaica Gate only
- Only facility vehicles to be parked on Park Approach. Facilities are only to park on the right hand side of Park Approach. (BLACK AREA ON MAP) The left hand side is to be kept clear for public use at all times.
- Additional parking for facilities can be made available on a case by case basis. This will be past the gate outside the café, and vehicles can park opposite the café. Productions who require this facility, must liaise with the café directly. This option is not available on Monday's.
- Cars will be permitted in areas A or B depending on weather and requirements. Banksman are required at all times to escort cars to and from parking area when park is open. Hazard warning lights must be switched on and cars cannot move faster than 5mph at any time.
- Large facility vehicles will be identified by the Southwark Film Parking Permit at all times.
- Cars will be identified by FilmFixer window stickers at all times.
- Film unit vehicles cannot park in the disabled bays at any time
- Jamaica Gate will remain open to the public during opening hours only, production to put security on gate outside of opening hours.
- The public users and park staff of the park are NEVER to be obstructed during opening hours. This includes movements on Park Approach and while entering Jamaica Gate. Park staff are likely to arrive prior to park opening times, all Southwark Park staff are identifiable by ID badges.
- Keys for access are to be collected from Southwark Film Office – Unit C, 57-59 Great Suffolk Street



- Rubbish to be collected daily and never left unattended
- Bowser to be used for grey water from kitchen, make-up and wardrobe vehicles. Water is not to be disposed of on site.
- The base will not be left unattended at any time

SOUTHWARK FILM OFFICE



Southwark Park Filming T&Cs:

INTRODUCTION

Southwark Park is often used for filming activity in order to minimise the impact and ensure that park users safety and enjoyment of the park is protected the Production must adhere to the following terms and conditions. The safety of our park users and park staff is paramount so please ensure that filming complies with all relevant Health and Safety legislation.

In certain circumstances the police or emergency services may deem it necessary to impose additional stipulations on the Production.

NOTICE & CONSULTATION

- Preliminary recce and site visits in advance of confirmation of use of the location will be scheduled with the Parks Management and where necessary the Southwark Film Officer.
- If more than one site visit is required SFO will add the additional cost for staff time to the Production's invoice.

- Any area designated for filming must maintain access and egress for park users at all times unless the area is required to be locked down for filming action sequences. Temporary pedestrian control or cordoning of park areas is by prior agreement with Park Team and SFO.
- When there is restricted access to a particular area within the park advance warning signage "Filming in Progress" will need to be in place advising park users of the temporary access control.
- If the playground is requested for use for filming activity it will need to be closed to the public. A minimum of 2 weeks in advance of scheduled filming date to allow enough time to advise users that the playground will be temporarily closed. Requests for in the playground at weekends and during school holidays will not be permitted.
- Production personnel must be courteous and polite to park users at all times.

ACCESS AND DRIVING

- Permission must be sought to drive vehicles on the pedestrian walkways and roadways through the parks and the weight limit tolerances must not be exceeded.
- When driving and parking large technical and facility trucks in the park a banksman should be in attendance
- If the park is unlocked outside park opening times, security staff (paid for by the film company) must be on duty at all times.
- Keys to the parks will be provided if required, but to cover potential loss, and any consequent costs of lock changing, a returnable deposit £500 must be paid in advance of filming.
- The Company shall ensure that no vehicles drive on grass without prior permission from the Parks Team

SOUTHWARK FILM OFFICE



Southwark Park Filming T&Cs:

- Vehicles that are given permission to drive on the grass shall be driven carefully and at no more than 5mph. Vehicles shall avoid driving under the canopy of trees, making tight turns, rapid braking or acceleration. The aim is to ensure that there is no damage to, or rutting of the grass surface.
- All vehicles when parked should remain static with engines off. No idling is permitted in Southwark Park

PARK LOCATION FILMING

- Any destruction as a consequence of a Productions occupancy to parks property, signage, grass verges or flower beds the Production will be liable to pay for the repairs plus any administration fees incurred.
- No heavy equipment, props etc. shall be unloaded onto grass areas or stacked next to the base of trees. All such items shall be unloaded and stacked on tarmac or other hardstanding surfaces.
- No poles or stakes shall be driven into the ground without prior permission from the Parks Team.

No equipment shall touch or interfere with the tree canopy.

No tree or shrub shall be pruned under any circumstances and nothing shall be attached to trees.

All generators shall be silent running and adequately protected from members of the public.

All cables shall be made safe as they are laid. Wherever, possible cables shall not run across public walkways. If it is necessary to run a cable across a footpath then it shall be protected by cable covers/ramps.

Permission to use stunts or special effects on all other Council premises shall be sought from the Parks Team and SFO. Copies of risk assessments and any drawings shall be issued to SFO in advance of filming

LITTER

The Company shall ensure that the site is left clear of all litter and refuse on completion of the filming.

Litter picking, sweeping and collection services may be booked through the SFO. The Production should note that the cost of these services is liable to change, subject to variations in the Council's contractor's fees.

The Company may employ his own Agents to carry out the collection of litter. Should the site not be cleaned to the satisfaction of the SFO, a further charge shall be levied for the clearance of any remaining litter.

These terms and conditions may be varied if the Production has extraordinary needs, but any variation must be requested and parameters of variations will be outlined in the licence agreement – special conditions applicable to this location. In addition Unit Base Parking Conditions will need to be signed off prior to scheduled date of park occupancy.

SOUTHWARK FILM OFFICE

