Location hire agreement

Booking details

The production company fills in this schedule for each booking. It forms part of the agreement.

Owner	[Owner's full name], referred to as "the Owner"
Production company	[Company name, registered address, company number]
Production contact	[Name, phone, email]
Production title	[Working title]
Type of production	[Film, TV, commercial, stills, music video]
Property	The house and grounds known to both parties, near Greinton, Somerset. The full address is given in a separate note once this agreement is signed.
Shoot dates	[Dates]
Prep and strike dates	[Dates, if any]
Hours each day	[Start] to [finish], including arrival and departure
Areas included	[Rooms and outdoor areas agreed]
Areas excluded	[Rooms or areas that are off limits]
Maximum people on site	[Number], including cast and crew
Vehicles	[Number] on the drive, [details of any other parking]
Fee	£[amount] per day, [plus or not plus] VAT
Deposit	£[amount], due on signing
Security deposit	£[amount], refundable

Terms

1. Permission

1. The Owner allows the Production Company to enter the Property on the dates and hours in the Booking details, to film, photograph and record the areas included.
2. Only the areas included may be used. Excluded areas stay closed, and the Owner may lock them.
3. Any change to dates, hours, areas or numbers must be agreed in writing (email is fine) before it happens.

2. Fee and payment

1. The Production Company pays the deposit on signing. The booking is confirmed only once the deposit and the insurance certificate (clause 7) have been received.
2. The balance of the fee is due [7] days before the first shoot day.
3. The security deposit is due with the balance. It is returned within [14] days of the last day, less any costs under clause 8.
4. Utilities (electricity, water, heating, Wi-Fi) are included unless stated otherwise in the Booking details.

3. Hours and overtime

1. The hours in the Booking details include arrival, set-up, packing down and leaving.
2. Time over the agreed hours is charged at £[amount] per hour or part hour, and must be agreed with the Owner on the day.
3. No work may start before [time] or carry on after [time] without the Owner's written agreement, out of respect for neighbours.

4. Crew, vehicles and access

1. No more people than the maximum in the Booking details may be on site at once.
2. Vehicles park only where agreed. Lanes, verges and neighbours' entrances must be kept clear.
3. The Production Company names one person on site who is responsible for the crew and is the Owner's point of contact.
4. The Owner, or someone they nominate, may be present throughout.

5. Care of the property

1. Floors, doorways and surfaces in working areas are protected with suitable covering before equipment comes in.
2. Furniture and fittings may be moved, and rooms dressed or art directed (for example for a period drama), only with the Owner's agreement. Everything is put back as it was found before the crew leaves.
3. Nothing is fixed to walls, ceilings or beams (no nails, screws, tape or adhesive) without the Owner's written agreement.
4. Walls, woodwork or ceilings may be repainted only with the Owner's written agreement. The Production Company then repaints them in the original colour, to a high professional standard, before the end of the booking or by a date agreed with the Owner.
5. No smoking or vaping inside, and outside only where the Owner says.
6. The Production Company arranges its own catering. Crew may use the toilets and the kitchen, and use the kitchen hot water tap only after the Owner has shown them how.
7. Rubbish, props and equipment are removed at the end of each day unless storage has been agreed.
8. Generators, lighting and rigging are set up so they do not overload the power supply or damage the building.

6. Photos of the house

1. The Production Company may only use photos or footage of the Property for the production named in the Booking details, including its marketing and promotion.
2. Images are not to be sold or offered as stock, or used to promote the location, without the Owner's written agreement.

7. Insurance

1. The Production Company holds public liability insurance of at least £[5,000,000] for any one claim, covering its work at the Property.
2. A copy of the certificate is sent to the Owner before the booking is confirmed, and the policy stays in force for every day on site.

8. Damage and reinstatement

1. The Owner and the production contact walk through the areas used before the first day and after the last, and may take photos as a record.

2. The Production Company leaves the Property in the same condition as it was found, allowing for normal wear.
3. The Production Company pays the reasonable cost of repairing or replacing anything damaged, and of any extra cleaning needed. The Owner may take this from the security deposit and invoice any amount over it.
4. This includes, for example: professional cleaning of carpets, rugs and soft furnishings; repairing scorch, burn or heat marks from lights or equipment; repairing scuffs, dents, marks or holes in walls, floors and woodwork; repainting to the original standard; and replacing anything broken or lost.
5. The Owner tells the Production Company about any damage within [7] days of the last day.

9. Cancellation and postponement

1. If the Production Company cancels, it pays: [0]% of the fee with more than [14] days' notice, [50]% with [7] to [14] days' notice, and [100]% with less than [7] days' notice.
2. A postponement to new dates agreed within [3] months is not treated as a cancellation.
3. If the Owner has to cancel for a reason outside their control (such as flood, fire or serious illness), all money paid is refunded and neither side owes anything more.
4. Days lost to bad weather are [charged in full / charged at [x]% / rebooked at no charge].

10. Keeping the location private

1. The Production Company keeps the Property's address, the Owner's name and contact details, and the layout and security of the house confidential.
2. It does not reveal the address or identify the Property in credits, publicity or social media, and asks its cast and crew to do the same.
3. This clause continues after the booking ends.

11. Liability

1. The Production Company is responsible for the safety of its cast, crew, contractors and equipment while on the Property.
2. The Production Company indemnifies the Owner against claims, losses and costs caused by its work at the Property, except where caused by the Owner's negligence.

3. The Owner is not responsible for loss of, or damage to, the Production Company's equipment or belongings, except where caused by the Owner's negligence.

12. General

1. This agreement and the Booking details are the whole agreement between the parties for this booking.
2. This agreement is governed by the law of England and Wales.

Signatures

	Owner	Production Company
Signed		
Name		
Position		
Date		