

## **LOCATION FACTSHEET**

Have you ever wondered how film and programme makers find the locations used in films, television and commercials? Production companies employ the services of location managers to find the setting for their script, and location managers often contact film commissions like Film Edinburgh.

We receive enquiries from all over the world looking for locations for feature films, commercials, television dramas and documentaries. Unless a company specifically wants to film near Edinburgh, we are aware that their location managers are looking all over the UK and we need to respond quickly to tempt them here. In order to do this we identify new and interesting locations, which could be anything from a coalmine to a luxurious bathroom. With the property owner's permission we photograph the location and keep images and information on our database.

If you are interested in your home/business being used a location for filming, please fill out our LOCATION ENTRY FORM. Inclusion in our database does not guarantee that a company will use your property; and realistically we will contact you fairly infrequently.

### **WHAT CAN YOU EXPECT?**

Be prepared. No matter what the size of production (anything from 8 to 180 people, plus equipment and actors), their presence will be disruptive and your home or business may no longer feel like your own. They might wish to change the decoration and furnishings, and bring in large trucks and cranes.

The positive side is that you will be paid a facility fee. This depends on the size of your property, how long it is required, and what sort of production it is. Generally short films and television documentaries have little or no location budget. They may offer to mention you in the programme's credits, suggest the benefit of giving your property media exposure, or may throw themselves at your mercy. Feature films, television dramas, commercials, corporate promotional films, music videos and light entertainment shows should have budget allocated for location fees.

Usually a smaller fee is paid for exterior shots, as opposed to interiors. If the filming is to run for more than one day and perhaps into several weeks, it is usual to have a weekly rate which is less than if charged per day. It is also standard practice to charge a reduced rate for the setting-up and dismantling days either side of the filming. In our experience, most Scottish drama and commercials producers budget about £600 - £1200 for a twelve-hour day of interior filming in a conventional house location, with the variance depending on what the production is and what they want to do in the location.

If you have a very unique location, you may be able to ask for the kind of fees suggested by The Historic Houses Association ([www.hha.org.uk](http://www.hha.org.uk)). However if a production company can find a cheaper alternative to your property, then they will, so we recommend that you do not discuss fees until they have been explicit about what their filming will entail. Then ask them what their location budget is per day. This will let you know a realistic ballpark figure from which you can negotiate upwards.

You must decide if their offer covers the disruption, extra staff costs, your time etc. Make it clear early on if the fee is unsatisfactory, and when a fee is agreed, ask for a deposit. This should be adequate to cover cancellation of filming and any damage or loss to your property.

It is important to have a written contract that details exactly what they want to do in your house and which guarantees returning your home to its original state, as well as agreeing to insure you and your home for any damage or accidents that may occur on your property as a result of filming. The production company will issue this contract.

It is interesting to see a film being made and to see your house on the screen. Having said that, while the crew is in your home you will be encouraged to let them get on with it. Be confident and insist that you or a trusted representative is on hand to oversee the filming. Furthermore it can be helpful for the production company to have someone linked to the property who can respond to any last minute requests that may come up over the course of the filming period.

### **CHECK LIST OF QUESTIONS**

It is important to establish the following facts:

1. Name and address of the Production company.
2. Name of Project.
3. Name of Producer and his/her home address and phone number.
4. On the first visit, ask to see ID from the production company representative. This will usually be a Location Manager, but on smaller productions may be the Production Manager or Director. This is a security measure.
5. Type of production. e.g. Feature film, short film, TV light entertainment, TV drama, TV documentary, commercial, corporate film or pop video.
6. Nature of programme content. If you have any doubts, it is not unusual to ask for a script. For example, you may not be happy about a cigarette advert, or something morally ambiguous, being shot in your home.
7. How large will the crew be and once you have agreed filming what are the names and positions of the crew members? This also is a security measure.
8. How much time will they require, including setting up and dismantling? If you establish a fee based on, say, a twelve-hour day hire then you should be flexible enough to extend this period but on the understanding that you will charge extra per hour over the agreed twelve-hour fee. Crews generally underestimate how long they will need.
9. Request details of any large lights, including total maximum wattage and grip equipment (metal track with wagons that the camera goes on) as the arrival and set-up of these can be very disruptive. Be aware that strong light may damage your interiors and the demand on your power circuit may be excessive. Ask the production company to provide suitable coverings to protect your floors.
10. You may be asked to provide details of power sources, lift facilities and capacity if requested. Also details about parking and unloading areas that would be available to the crew.
11. Ask to see proof of the film company's insurance policy.
12. Inform your own insurers you are allowing filming in your property.
13. Once it has been agreed that filming may take place on your property, organise to go around the location with the Location Manager and get him/her to stipulate which rooms they wish to film in, which would be used for make-up, which for storage and which could be used for crew to relax in.



A degree of flexibility is always important when dealing with film crews. Schedules change and sequences over-run. You should decide, however, what rules are necessary so that your home and family are protected from excessive extra work and disruption, and set these rules out clearly before filming begins.

Don't be intimidated; most of the above refers to large film shoots which may take over your whole home / property. A small TV crew doing a documentary or light entertainment show should still provide all the information but should not cause so much disruption.

If you have any further questions please do not hesitate to contact us:

Film Edinburgh

Film office for Edinburgh, East Lothian and the Scottish Borders | The City of Edinburgh Council

Tel: 0131 529 6273 / E: [film@edinburgh.gov.uk](mailto:film@edinburgh.gov.uk)

URL: [www.filmedinburgh.org](http://www.filmedinburgh.org)