

METHOD STATEMENT

Thank you for your interest in Filming or Photography at **One Birdcage Walk**.

During the confirmation process, we require a method statement for the planned filming/ photography. This method statement, along with a signed copy of our T&C's will need to outline the following information:

- Description of the filming/ photography and where it will be used.
- Expected timings for load in, install, session, load out and exit.
- Details of the staff/crew on site during the booking and their responsibilities.
- A contact name and number for the primary person in charge whilst on site at OBW.
- All equipment to be brought on site, proof of PAT Testing and any relevant Health and Safety issues.
- Details of public liability insurance and covered amount.
- Any other requirements or requests (e.g. any filming outside of the spaces contracted, set building, catering).

This method statement will help us ensure that your booking runs smoothly on the day. We cannot guarantee that requests outside of the method statement can be actioned on the day, but our friendly team will do their best, where possible.

Useful information for loading in/out:

Deliveries should be made via the front entrance on One Birdcage Walk. Between 8am and 5.30pm on weekdays. Drivers/ couriers should be made aware that there is no level access to the building and any deliveries will need to be carried up 7-8 steps.

Any large items should be delivered via Storey's Gate, towards the back of the building. As the door must be manned by a member of staff during deliveries, this should be included in your method statement so it can be arranged via the Commercial Venue Hire team in advance.

Kind regards,

One Birdcage Walk, Commercial Venue Hire Team

Westminster

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