



Kingston Retreat

Location & Filming Guidelines





Introduction

Kingston Retreat is located just 10-minutes drive from Kingston Town Centre. A uniquely versatile location, this historic estate-turned-management-retreat could be used to fulfil a huge variety of filming needs including a hotel, offices, a manor house, a suburban home, a courtroom and even a yoga retreat. The location offers ample parking, plenty of space for production offices and fully functional accommodation on site. Productions can also benefit from the estate's fantastic attention to detail and make use of the beautifully tended gardens which come to life in the spring. The venue is mostly available at weekends and at certain times of the year due to other bookings.

For more information, please email locations@filmfixer.co.uk or call **020 3904 4545**

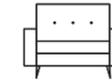


Technical Specifications



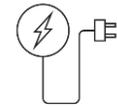
Toilets

Multiple toilets available across the site.



Green Room

Choice of up to 12 conference rooms and hotel bedrooms (that can also be booked).



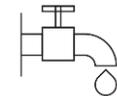
Electricity

Domestic supply only in the House and 3 phase power available by the car park



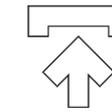
Generators

Nearby neighbors and golf course that borders the site. Reduce generators were possible as this site does have a sustainability ethos.



Water

Available throughout the site. Outdoor tapes available onsite.



Access

All shoots at the weekend require supervision. Minimum rate of £3,125.00. Weekday assistance with venue staff on standby.



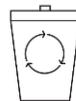
Vehicle Movement

The site is on a residential private road with several schools. School pick up and drop off times will be busier. Filming only until 10pm outside / midnight inside.



Parking

Large 33-space car park to the front of the building. The Yard (20 spaces) can also be used for tech vehicles. Parking not allowed on the grass.



Waste Disposal

Crews must arrange waste disposal. Any waste must be removed from site by the end of booking



Catering

Food can be consumed onsite. No access to the kitchens,

Location Conditions

- Open entrances must be supervised at all times – doors should not be propped open.
- Fire exits and evacuation routes must be kept clear at all times.
- Food and drink can only be consumed in green rooms, gardens and/or café.
- No access to any kitchens to prepare food.
- All cables must be covered.
- Floor protection must be used in interior locations.
- No fixtures, hangings or adhesives on walls, frames or doorways without prior approval.
- Furniture can only be moved by either the production or agency crew supplied by the venue.
- Furniture must be lifted, not dragged.
- Chandelier light bulbs can be swapped for period ones with prior approval.
- Dust, powders, glitter, candles and naked flame possible with prior approval.
- High-heeled shoes must have heel caps.
- Trolleys must have rubber wheels.
- Lighting must be kept away from combustible materials and fragile surfaces.
- Hazers, smoke machines, steamers and/or hairspray can be used with prior approval.
- Walls, doors, floors, stairways, etc must be adequately protected during prep/shoot/strike.
- No equipment can be leant against walls, historic objects or surfaces
- Only green rooms can be used for hair and make-up.
- Smoking is not permitted on site.
- Electrical equipment must have a current Portable Appliance Test (PAT) certificate.
- Additional heating requirements must be agreed in advance.
- Spillages of any kind must be reported to a member of staff for immediate treatment.

Rates

Due to Kingston Retreat's status as commercial business retreat and extremely busy calendar, only commercial applications are considered, regardless of the scale and location. As such, **we are unable to accept proposals from students or charities** that cannot match the **minimum rates** below:

- **£2,500.00 + VAT (wekedays)**
- **£3,125.00 + VAT (weekends)**

Exact **rates are calculated based on the type of production and specific needs**. We take into consideration the following factors:

- Total amount of people on site (including artists, agency, contributors, entourage, etc)
- Amount of time on site (including estimated prep/strike time and hold days)
- Location(s) required (for shoots in the Hotel or Conference Centre, we need to know which rooms are required)
- Scale of equipment (ie. drones, cranes, generators)
- Level of exclusivity or closure required
- Parking requirements (ie. unit base, tech vehicles, caterers, crew cars)
- Additional spaces required (ie. for green rooms, catering, crew/crowd holding, video village)
- Budget (your maximum budget for this location)
- Type of production (ie. studio vs independent feature, HETV vs unscripted comedy, luxury brand vs independent shop)

To receive a quote, **please email your requirements to locations@filmfixer.co.uk**. We will provide you with an initial, estimated quote to be used as a guideline. Once we receive your application and final proposal, we will supply a final quote along with the **costs of any staff required to supervise your hire**. Staff costs fluctuate depending on the time of year but usually fall between £15-30+VAT p/hour p/staff member

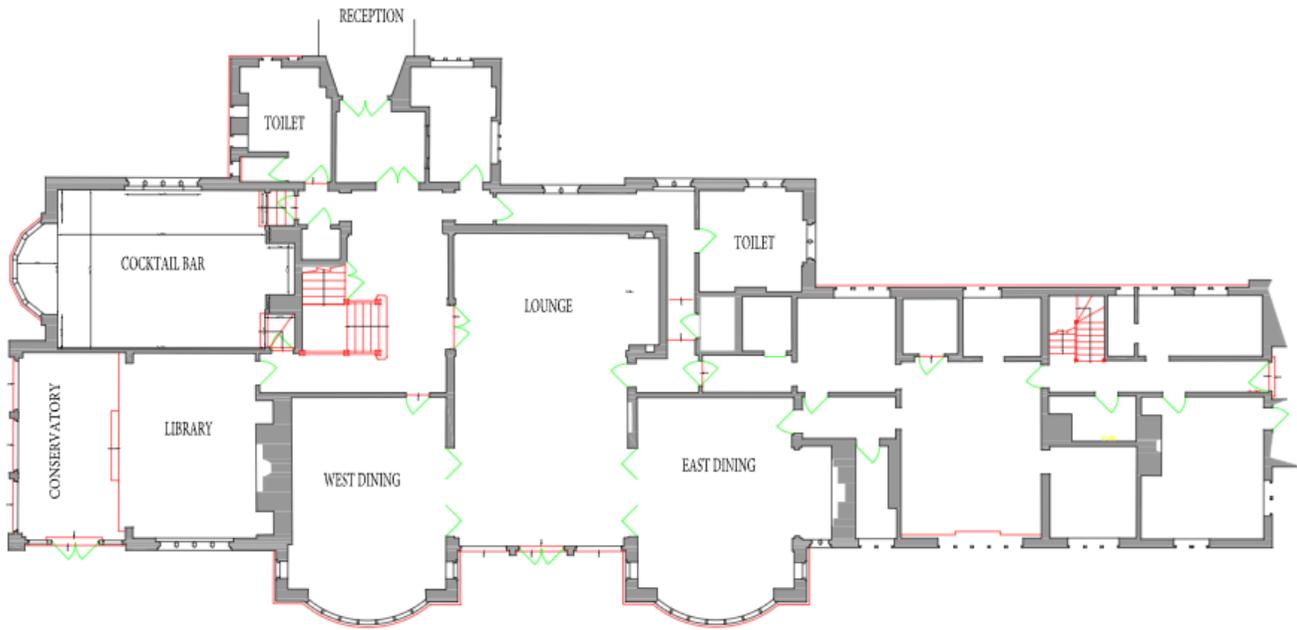
We also **charge an administration fee of £75 + VAT per hour of processing time**. Each booking will require a different amount of processing depending on requirements and changes. An estimated guide is as follows:

- Studio feature/HETV in the House: 6-10 hours
- Photoshoot in the House: 4-6 hours
- Studio feature/HETV in the Gardens: 4-6 hours
- Photoshoot in the Gardens: 2-4 hours

All rates quoted are subject to VAT. Refundable damage deposits are taken for all bookings.

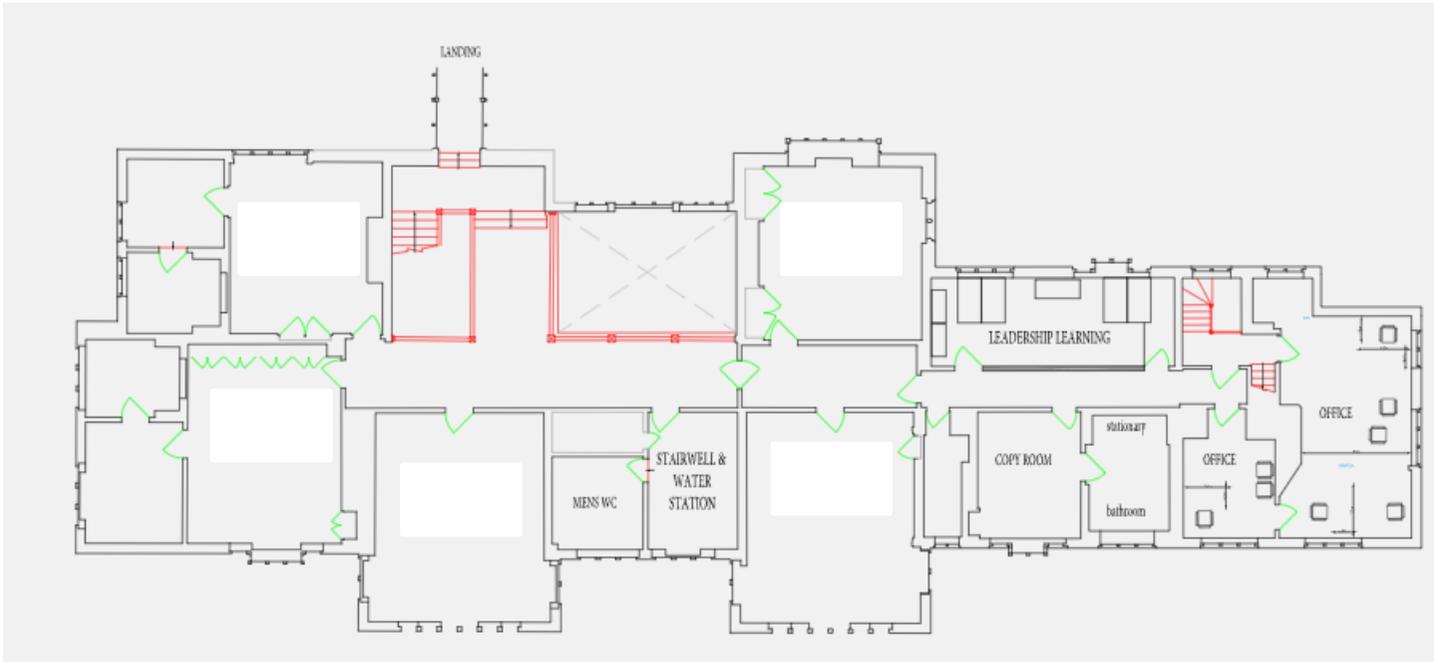
Non-refundable holding deposits are taken for larger-scale or longer-length bookings. Cleared payment is required before the start of all bookings. **Public liability insurance of a minimum of £5 million** is required for all bookings in the Gardens and drones, significant set dressing, special effects, etc may require £10 million+. **Public liability insurance of a minimum of £10 million** is required for all bookings in the House.

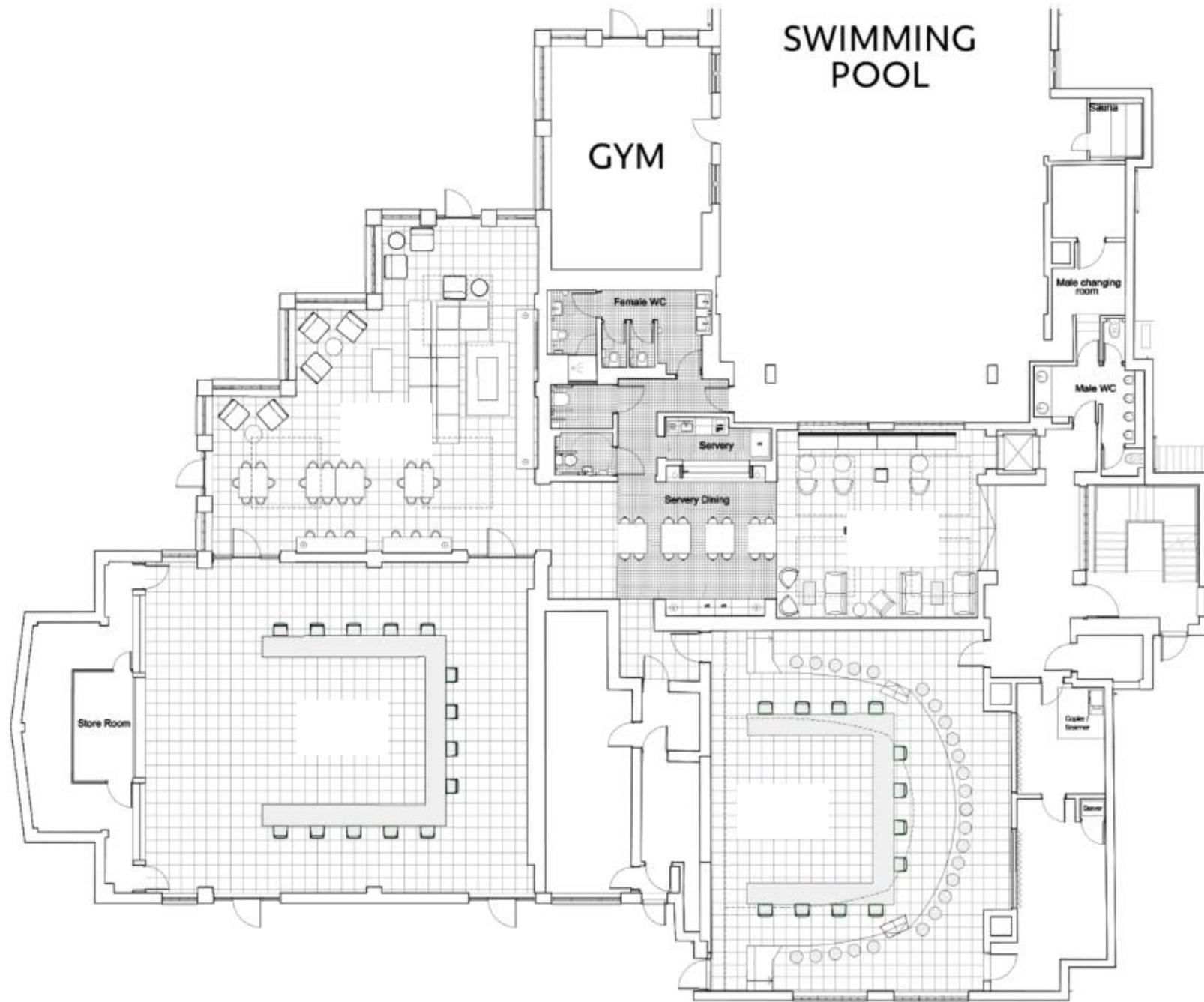




Ground Floor

First Floor





Conference Centre Floor Plan

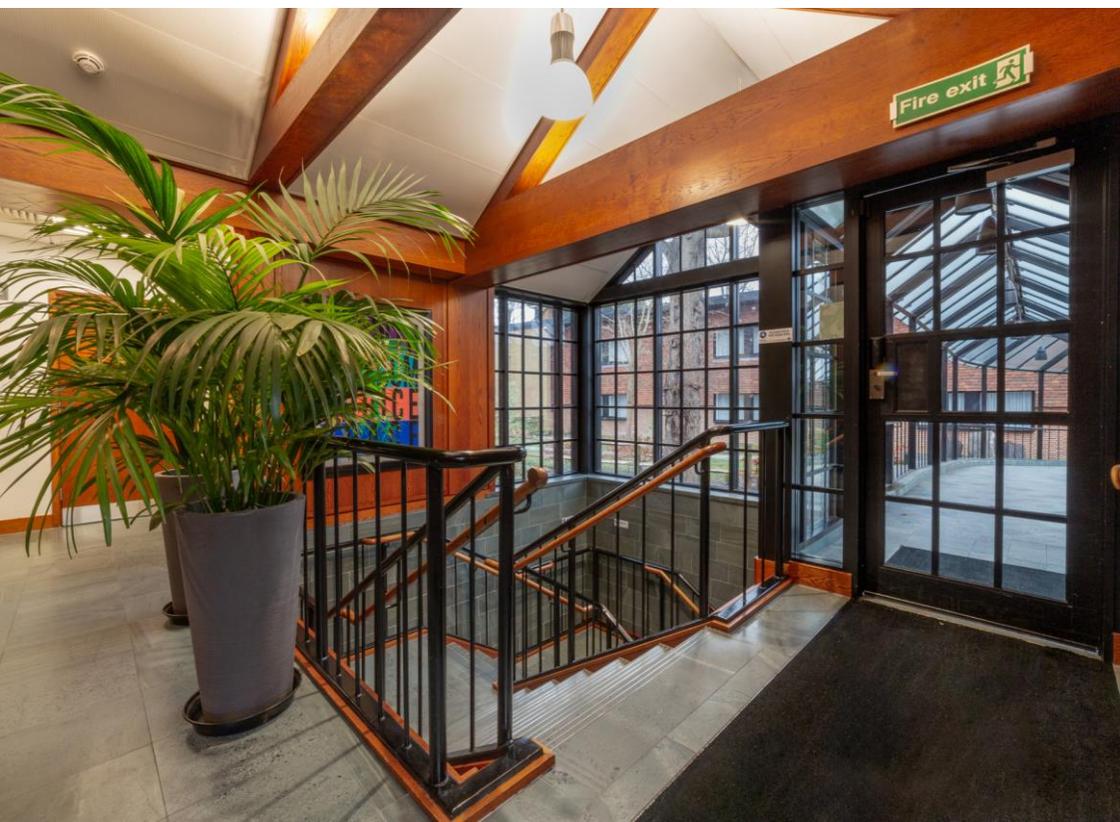




Hotel Foyer









Conference Room



Bar & Lounge



Hotel Bedroom





Hotel Bedroom & Corridors



Gardens



Suburban House Exterior





Car Park



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