



# Welcome to Fleetwood Studios

Feb 2024

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# Welcome to Fleetwood Studios

**Firstly, thank you for choosing Fleetwood Studios. We hope you have a fruitful and enjoyable day here. If you have never been here before, you will find it a great place to work. The studio has been here for over a decade and many items have been completed for TV or corporates. In this short guide we will take you through a few features of the studio. There are only few rules for your safety, please do take the time to read this guide.**

## Operating hours

**The studio operates from 8AM until 6PM.** If you are likely to overrun your shoot, please let us know as soon as possible. Morning hire is from 8AM until 1PM - It may not be possible to overrun in this circumstance, please ask. Overruns are charged per hour blocks. So for example if you overrun past 6PM then you will be charged per hour until 7PM.

**Overruns half day** - If you book for half a day and overrun more than one hour, you will be charged a full day rate (ie the balance between your booking and the full day rate. Your overrun hour will also be charged at £67.50 plus vat.

**Overruns after 6PM** - For between 6PM and 8PM you are charged £101.25 plus vat per hour. After 8PM until 10PM you are charged £135 plus vat per hour. After 10PM we close, unless by special arrangement.

Additional charges for overruns must be paid for before leaving the studio via card.

**The 6PM end time is the time you must have finished, packed away and be ready to hand back the studio. It is not the time you end shooting.** We allow 15 mins for pack down. If you have not handed back the studio after 6:15pm then you will be charged an overrun.

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# Studio Configuration

## **Green, White or Black**

The studio can be configured as either a white infinity cove, green screen or full blackout. The green screen was imported from the USA and is used by studios such as Disney and Warner. It keys well and allows us to change configuration almost instantly from green to white. Normally the studio is painted white infinity, it's also possible to have the infinity cove fully painted chroma green or other colours, please ask.

## What's included ?

During your time here you may:

1. Consume any of the drinks in the fridge (see catering section)
2. Help yourself to tea and coffee in the kitchen - We have a new Nespresso machine
3. Use any of our space facilities (including our additional green room)
4. Access our WiFi
5. Use the studio equipment lighting grid, does not include flash
6. Use the studio screens and monitors (1080p) SDI or HDMI
7. Use the boom and microphone

*Items that are not included in dry hire are additional equipment items such as dado lights, track, jibs, autocue, mixer (sound and vision). These are charged as additional items and their prices are on our website, [click here to see them](#). In addition, we will show you the studio lighting facility and assist initially and help for up to two hours however if you want our Studio Manager there all day as a lighting tech, this is chargeable at £250 per day plus VAT.*

# Studio floor plan

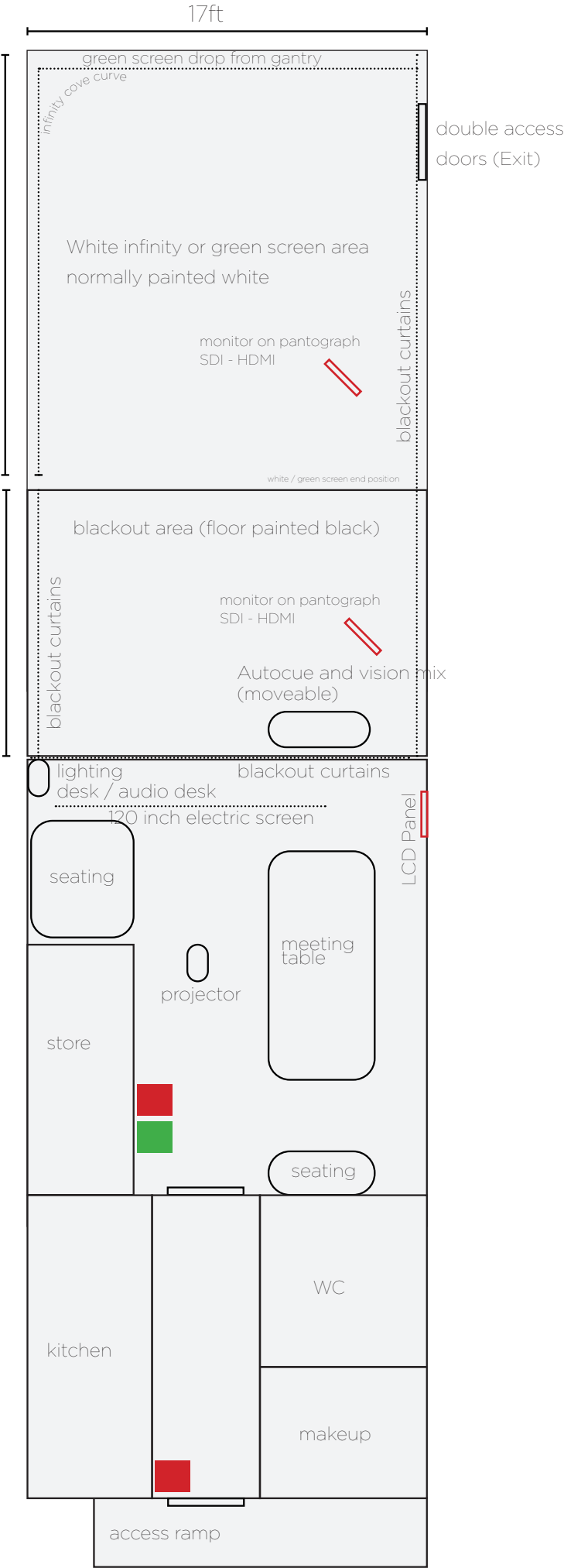
Lighting grid is above studio  
Ceiling height varies up to 4.5m  
Shooting area 510sq ft

There is ample free parking

NB the infinity area is normally painted white

20ft

10ft



CURVED WALL

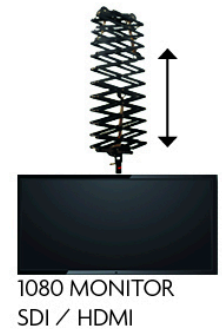
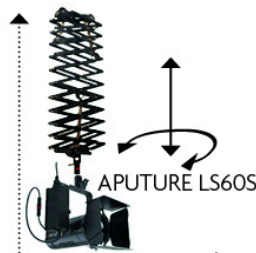
WHITE WALL OR GREEN SCREEN ROLLBACK



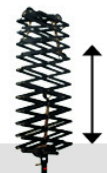
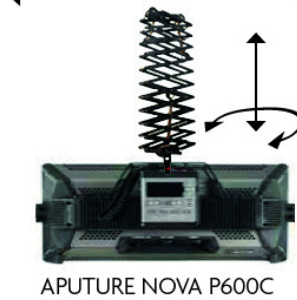
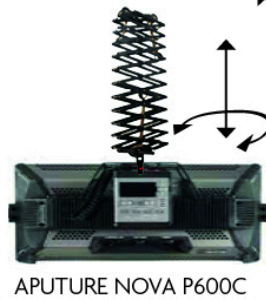
YELLOW AREA HAS A METAL CURVE FROM THE FLOOR TO THE WALL - NO OBJECTS SHOULD BE STOOD ON THE CURVE



STUDIO WHITE INFINITY SPACE



HEAVY BLACK THEATRE DRAPES



LIGHT CONTROL



LIGHTING IS CONTROLLED BY IPAD  
APUTURE SIDUS LINK  
WE HAVE A LARGE RANGE OF  
PRESET LIGHTING PROGRAMMED  
INTO THE GRID.

AS PART OF YOUR HIRE WE  
SHOW YOU HOW TO CONTROL  
THE LIGHTING



500W TUNGSTEN FRESNEL

STUDIO BLACKOUT AREA  
HEAVY BLACK THEATRE DRAPES

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# Studio Rules

## **White infinity**

When in white infinity configuration there will naturally be track marks from equipment on the floor. We paint it regularly but it's impossible to keep it completely white all the time. If you are shooting down to the floor and want a perfect white floor we can have this painted for you but this needs to be done prior to your shoot. Painting of the floor costs £60 plus VAT. We understand that there will be some track marks on the floor after your shoot however if the floor is unreasonably marked, or the paint/floor physically damaged then this will be charged to you after your shoot.

## **Green Screen**

Normally, we use our drop green screen this is an imported product from the USA and it is very expensive. To give you an indication, the green screen that you can see costs thousands of pounds for this fabric which is similar to wetsuit fabric. It is also possible that the entire infinity cove may be painted chroma green also but please take note of the following.

- Use a protective green sheet layer (we have a large one) on top of the floor if you are not shooting down to the floor
- Remove your shoes or use our free overshoes. (Do not walk around on the green screen fabric in your shoes)
- Under no circumstances should stiletto heels be worn on the fabric for this we have a protective green overlay
- Do not take open drinks onto the studio floor or into the studio shooting area (beyond the black curtain)
- Please place any equipment or props on the mats provided where possible
- Ensure that tripods are foot side down and not spike down when on the studio floors
- Use the mats to cover trailing cables

Please note that damage to the green screen although unlikely as with other equipment is chargeable.

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## General Rules

You should leave the studio as you found it. Naturally we don't expect you to run the dishwasher, however as common courtesy please don't leave plates of food around the studio and return crockery to the kitchen area. The studio should be left as found at the end of your hire and you should allow sufficient time within your shoot to allow for this.

- Do not climb on ladders or reposition the lighting grid without supervision
- **Do not take OPEN drinks onto the studio floor or place them on top of equipment**, and please keep the lids on bottled water. Liquid damage to our equipment is chargeable
- Do not use studio equipment you are not familiar with
- Do not use the wrong voltage equipment
- Please leave the kitchen tidy
- Ensure the studio doors internal and external close behind you. Use your pass to gain access. Please return any door entry passes at the end of your shoot
- Use overshoes or remove your shoes on white or green floors where you can
- If you do break something, let us know and we can help
- Keep the doorways clear to allow access front and rear of the studio
- Be mindful of items that come from the studio roof - ie screens on pantographs so that you do not walk into them
- Smoking - You may smoke just outside the studio (down the ramp and next to the hedge)

# Accidents and Emergencies

If you have an accident, tell us immediately. We have a First Aid Kit.

In the event of a Fire if there is no risk to you, attempt to fight the fire with the appropriate extinguisher, their positions are clearly marked. However everyone should leave the studio by the main door or the side exit doors (Clearly marked as exits) - Assemble in the car park. Do not take personal risks or gather your own belongings.

Power failures. Although we have never had one, there is an emergency light stick next to the main studio lighting controller. Please vacate the studio until power is restored.

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# Electricity and Kit

## **Supply**

The studio is in a rural location although we have never had a power failure we cannot guarantee a constant power supply. If we do have a power supply failure for a significant period (over two hours) then we will extend the hire period at no additional charge. Although unlikely if the power supply is out for a longer period then we will give you the option of a refund of your hire charges or the option to change the day of you booking at no additional charges. Our responsibility for cost refund is a maximum of the hire cost you have paid. Standard power is included - 3-phase is an additional charge.

## **Equipment**

All our kit and lighting is checked after each use of the studio, however if there is an equipment failure (such as the main lighting grid) and this cannot be rectified in a timely manner then we will either refund your booking fee or move you to another day free of charge. Small equipment items that may fail (such as jib, or dado lights) these will not result in a refund and we would work with you to ensure that you can carry out your shoot either by replacing where possible the equipment or working around the issue. In general we do not have equipment failures save the occasional blown bulb.

## **Our equipment**

You are responsible for the repair or replacement (at market costs new) for any piece of equipment that you damage by any use other than fair wear and tear.

## **PAT Test**

Any equipment you connect to our studio power supply must either be PAT tested and or you accept the responsibility that any damage to our power supply will result in charges to repair the supply. Likewise we cannot accept responsibility for any equipment damage to your kit should there be any fluctuations in the incoming mains power or incorrect use of our power system. We do not have fluctuations however you should ensure that sensitive equipment is on a surge protected extension where necessary.

## **Insurance**

Any equipment or props that you have on site, or leave on site overnight are not covered under our insurance. You should ensure that there is adequate cover in place. The studio does have recorded 24 hour CCTV and a sophisticated alarm system however we cannot guarantee 100% overnight security and by having equipment here you must ensure that is insured to cover your needs. This would also include the unlikely event of damage to your equipment in such instances as a studio fire. Our insurance covers only our equipment.



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# Transport

## Collections from Stations

Collections and drop of from Mortimer and Bramley stations are free of charge.

# Insurance

Anyone using the studio is expected to have public liability insurance. We do not require to see your PL insurance certificate however by hiring the studio you accept that you have adequate cover in place.

# Payment

You must pay for access to the studio before using it and you will not be allowed access until payment is cleared. **At time of booking you will be invoiced.** By hiring the studio you automatically accept these terms and conditions and rules. Please take time to read them at the end of this document.

# Contacts

During your shoot the door bell will be turned off and the phone placed on do not disturb. To contact the studio manager simply place an internal call using our phone system

## Out of hours contacts

**If you need to contact us then you can call these mobiles**

**Paul 07715 054 480**  
**Hellen 07962 406 636**

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# Cancellations

## **We understand things change**

Sometimes plans change and you need to change a shoot day. We endeavour to be reasonable but we have occasionally have clients call us on the morning of a shoot and cancel. Unfortunately that would be chargeable. If we can accommodate a move or change then call us as soon as you know. The studio is very busy and we don't want to disappoint clients because of a double booking and then find the shoot cancelled at the eleventh hour.

Bookings cancelled more than 30 days before your shoot starts would be refunded in full  
Bookings cancelled more than 15 days before your shoot 50% refund  
Bookings cancelled within 15 days of your shoot are fully charged

Discount bookings off the standard rate cannot be cancelled once they are booked in and invoiced. So for example if you book multiple days and these are discounted from our standard published rate as found on our website then these cannot be cancelled as you are being offered a discounted rate.

Please note when you confirm your booking you will be invoiced at that time.

You may be able to move your booking at no charge to another day. However this has to be within 4 weeks of the original booking day and if subsequently cancelled will not result in any refund.

We are very close to the M4 and main roads. The last part of your journey is on rural lanes. We do not close the studio due to weather, as in the main part the roads to the studio are kept open, we also have 4WD. (It's never been needed). If we do however need to close as we deem the road impassable then we will offer you another day within a 4 week period. We will not refund hire days due to weather.

Please note that the studio is not responsible for costs that you may incur if we have to close the studio due to weather or technical failures our maximum credit would be the cost of the studio hire.

When you book the studio and receive our invoice you are automatically agreeing to these terms

**Please note that we occasionally offer very discounted days ie for students, these are non cancellable and non moveable. This will be marked on the invoice.**

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# Catering

If you book a full day with us we provide the crew a breakfast free of charge. This is normally either croissants or sausage baps at our discretion. We count the crew as up to 6 members that are directly involved in the making of the content ie camera, sound, lighting, makeup, director, runner. Crew is not clients and talent.

Additional people in your crew (over 6) or talent and clients are charged at £3.75 for breakfast as a catering charge. This will be added to a daily invoice.

Drinks - You may use as much tea and coffee as you like. It is provided freely. The fridge is stocked with water. Again we provide this for up to 6. If you have more than 6 people in the studio then we make a drinks catering charge of £2.99 per person per day to cover the costs of soft drinks and water. It is not our intention to make money from catering or drinks. We aim to keep the studio hire price as low as possible and therefore make a sensible compromise on what we consider reasonable free drinks soft drinks and water.

You may only consume alcohol on the premises with our permission and we will ask for a sample to test the quality.

## Catering

You may order our catering - This is normally sandwiches, fruit, cake and dips and is ample.

We use an outside catering company and need at least 24 hours notice to provide catering. Please see our website for latest catering information. Their contact details are on our website.

As part of common courtesy please leave the studio as you would find it. We don't expect you to run the dishwasher but we would kindly ask that drinks and cups and plates are returned to the kitchen. You are welcome to bring your own food. However please ensure that you clean up after yourselves when not using our catering. Please please don't put food on plates under furniture. We probably will not find it.

As we mention we don't expect the studio to be immaculate when you leave - However If we consider the studio to be left in an unreasonable state then we will make a £30 charge for our cleaners to rectify the situation. To date we have never had to do this.

**Above all NO OPEN DRINKS must be taken onto the studio floor or placed on top of equipment.**

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# Internet & Streaming

A red rectangular sign with the words "ON AIR" in white, bold, sans-serif capital letters.

WiFi internet is provided as a complimentary service and is Free of charge.

You may wish to use our studio for steaming services. If you don't already have it, we do have equipment on site to allow you to stream along with vision mix capabilities for multiple cameras and live keying and graphics

Unlike most venues we have a primary and secondary internet service with failover.

**Our primary internet is at least 40mbps up and 60mbps down.**  
**Our secondary internet is at least 20mbps up and 20mbps down.**  
**The latency is low (ping of around 20ms for primary)**

**FYI a full HD stream 1920x1080 (25p) requires 5mbps**

If you are streaming you will be provided with an un-contended ethernet connection. Dedicated steaming connections are chargeable and you should contact us with your requirements to discuss.

Our internet is a load balanced system with failover. If the primary ISP fails then you will automatically switch to the secondary ISP.

You can provide all the streaming services yourselves and just use our internet, or alternatively we can provide you with a live streaming studio solution or certain items of kit that you may require. For instance if you already have cameras then we can provide the vision mix, graphics or just the streaming hardware.

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# Finding us

## **We are easy to find and there is lots of free parking**

There is van/truck access to our load bay also.

Nearest train station is Mortimer (We have a free pickup service that you can use twice in one day). Postcode is RG7 2AG

Using apps to find us.

## **We're listed on google maps and also apple maps - Just use your phone to search for us then hit the directions button.**

WAZE

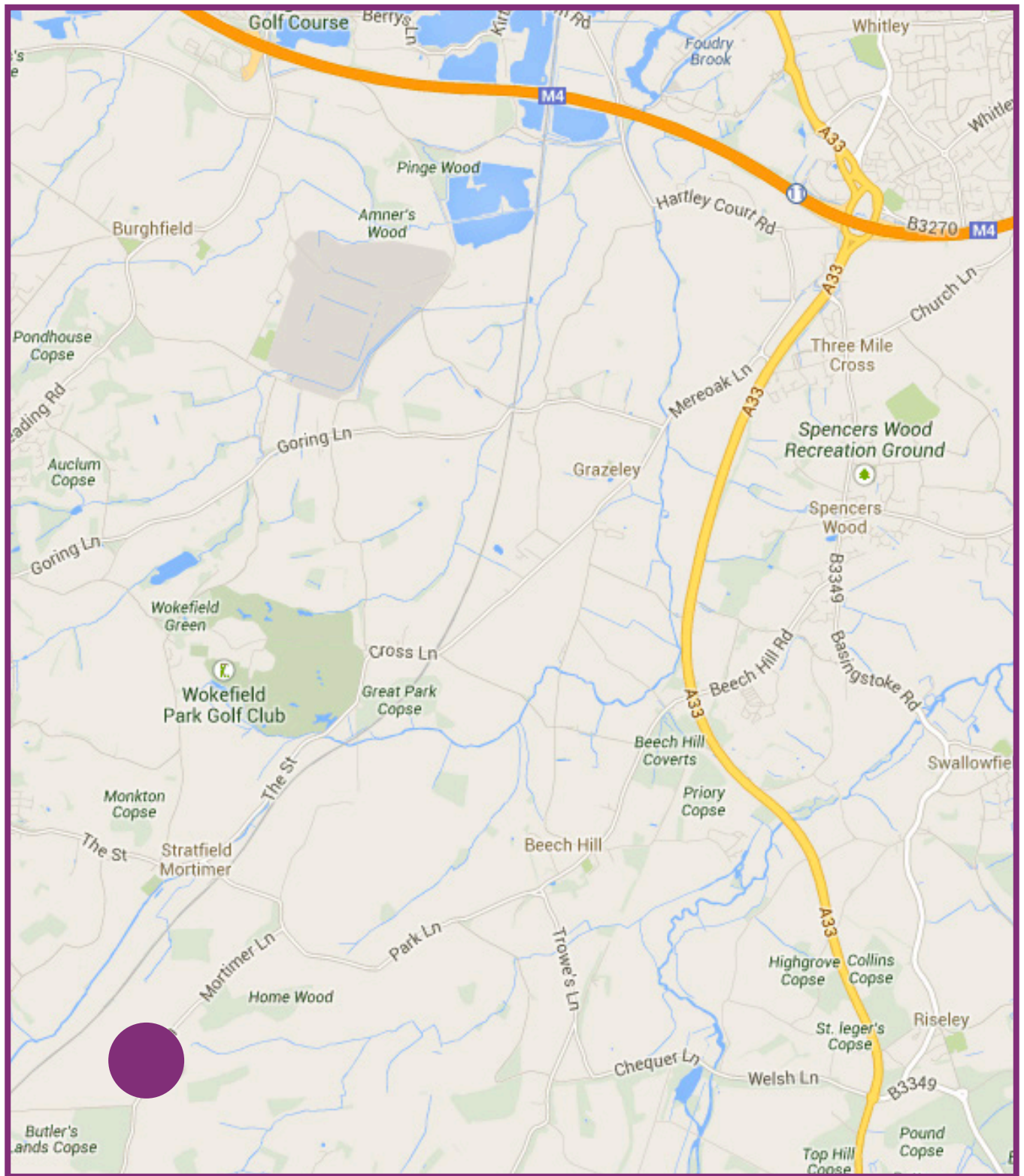


You can use WAZE to find us . Fleetwood Film and Television Studios & green screen facility is part of the search.



You can also use the application What3Words to find us. These are the three words for our front door.

## **conquests.enacts.knots**



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# Directions

The address is

Fleetwood Studio  
Butlers Lands Farm  
Mortimer  
RG7 2AG

Studio phone number is 0118 907 2575

We are very close to the M4 Motorway (Junction 11) - The postcode RG7 2AG is good for most sat nav's however please be aware that there are two Mortimer Lanes and occasionally you will be taken to the incorrect one if you use a street name in your sat Nav. We're easy to find so use the postcode on your sat nav rather than the road name.

## Directions from the M4 Junction 11 are

Leave the Motorway and take the A33 towards Basingstoke

Go through the first set of lights (straight on for 200yds)

At the next set of lights take the right hand flow lane and turn right (signed grazeley)

At the roundabout immediately after the lights take the first turning left - signed Wokefield park

Follow this road for approximately 4 miles (go past Wokefield park on your right)

You will arrive at a mini roundabout

Turn left at this mini roundabout up the hill towards Mortimer Station and go over the railway bridge

Follow this road for 3/4 mile

**There is a 90 degree bend in this road with a house directly on the bend - immediately after this bend turn right (this is Mortimer Lane) and is signed towards Stratfield Saye and Silchester**

The studio is on the right hand side (Butlers Lands Farm) in approximately one mile and the studio buildings are immediately on the left as you enter the courtyard.

**There is ample parking please don't park in marked bays of other companies if needed drive around the studio where there is additional parking.**

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# Terms and Conditions

## Definitions

### Terms & Conditions

In these conditions the following expressions have the following meanings: "FFS" Fleetwood Film Studios Limited "the Customer" any person or firm or company dealing with FFS or any servant or employee of such a person firm or company.

"Services" shall include all studio space and the services of FFS personnel or of any sub-contractor of the Company.

"Equipment" shall include all fixtures and lighting and other materials provided by FFS or by its nominated sub-contractors.

"Studio" the premises of FFS for the time being where the services and equipment are provided.

## General

1.The Customer must effect its own insurance cover against consequential loss of profit and other Risks and must effect its own cover against loss damage or theft of its own equipment brought onto the premises, equipment hired in by themselves and equipment owned by FFS or hired in by FFS from sub-contractors. All equipment must be covered by the insurance of the Customer for the entire period that it is at the premises of FFS, i.e. from the time it is delivered to the studio until it is collected by, or delivered to, the sub-contractor or Customer. Under no circumstances will FFS entertain any claims arising out of any failure of the Customer to effect its own insurance cover.

2. These Conditions constitute the entire contract and may not be varied otherwise than in writing signed by a duly authorised signatory on behalf of FFS.

3. Full details of the FFS services and rates may be provided on the FFS website, which may be varied by FFS without notice.

4. Nothing in these Conditions is intended to exclude restrict or modify liability on the part of FFS resulting from negligence or otherwise unless permitted by Statute.



5. The customer must send to FFS, by mail, fax or e-mail, a copy of their production insurance certificate or public liability insurance prior to the commencement of the booking. If none is received the customer accepts directly any claim against them directly

## Studio Hire

1. Bookings cancelled with less than 15 days notice are charged at the full rate. Bookings cancelled with more than 30 days notice are refunded. Discounted day rate bookings cannot be cancelled. For example if you book 5 days two months in the future and need to cancel this is not possible.

2. Bookings may only be extended or amended with the prior consent of FFS.

3. The Customer must observe all regulations governing the use of the Studio and of any equipment and services whether imposed by FFS or by any statutory body or Local Authority.

4. The Studio is available for the use of the Customer named in the booking and the Customer is not permitted to sub-contract sub-let or otherwise permit any third party to utilise the Studio without the prior written consent of FFS.

5. The Customer is responsible for any loss or damage occasioned to the Equipment, (whether owned by FFS, hired in by FFS from sub-contractors, or hired in by the Customer) or the Studio caused by or arising from the Customer use thereof or by any servant agent employee or subcontractor of the Customer.

6. Any materials used in connection with sets constructed by the Customer shall be forthwith removed from the Studio at the end of the hire period at the expense of the Customer.

7. No alterations decorations or additions to the Studio are permitted without the consent of FFS and at the end of the hire period the Studio must be surrendered in the same condition that it was in at the start of the hire period. Any costs incurred by FFS arising out of any breach of this Condition shall be paid by the Customer.

8. Decoration of the Studio or the cove is unacceptable. If no such notification is given the Studio and cove and decoration will be determined to be of an acceptable standard for use by the Customer. **Special painting requirements should be notified to the Studio manager at least 48 hours in advance and the proposed requirement will be price quoted.**

9. If the customer or persons under supervision of the customer behave in an inappropriate,

illegal or dangerous manner, FFS reserve the right to escort such persons off the premises and cease the hire of the studio immediately.

10. A studio hire day is 10 hours between the hours of 8am and 6pm, unless otherwise arranged. Overrun charges are charged as per the prices in the Studio Guide. You should hand back the studio at the time of your hire. We allow 15 minutes for pack down after which you are charged.

11. Use of the studio by the client automatically constitutes agreement of these terms and conditions.

### Hire of Services and Equipment

1. All Equipment and services are supplied by FFS entirely at the risk of the Customer. FFS shall not be liable for loss or damage of any kind to material or props or equipment entrusted to it however caused including consequential loss and loss of profit.

2. All Equipment supplied to the Customer is in good condition. The Customer must notify FFS at the time of supply if the condition of the Equipment is not acceptable.

3. In no circumstances shall FFS be liable for any transport cost or for any loss or damage including consequential loss or damage however caused arising out of the use or the inability to use the Equipment supplied or agreed to be supplied.

4. The Customer may not without the written consent of FFS (i) Remove the equipment from the Studio premises; or (ii) modify or alter or tamper with the Equipment in any way; nor (iii) use the Equipment in a manner not recommended by the Manufacturer; nor (iv) allow or suffer the Equipment to be used by any untrained or unauthorised personnel; nor (v) part with possession sell pledge encumber or suffer any lien to be created on the Equipment.

5. Where at the request of the Customer FFS supplies to the Customer the services of a driver, assistant, sub-contractor, free-lance or other person such person shall be deemed to be the servant of the Customer and the said services shall be deemed to be rendered by the Customer and FFS shall not be liable for loss or damage of any kind however caused.

6. FFS shall not be liable for any loss or damage howsoever arising out of any statement advice instruction or any other representation given or made by any servant of FFS or any other person whose services are supplied to the Customer.

7. The hire period for services or Equipment cannot be extended otherwise than with the consent of FFS

8. Equipment must be returned promptly at the end of the hire period in good condition (save for fair wear and tear). The Customer shall pay or compensate FFS for the replacement value of lost or damaged Equipment or in respect of any cancellation or variation of any order or failure to return the Equipment on time

9. Bookings and cancellations must be made in accordance with the Conditions 2 and 3 of Paragraph II above.

10. The Studio is supplied clean with a white painted cove if applicable at the start of the hire period and all the costs of painting repairing and maintaining this state are payable by the Customer. FFS must be notified by the Customer at the start of the hire period if any aspect of the condition of the cove is considered damaged or unfit for use.

#### V. Payment and Additional Charges

1. Unless otherwise agreed, 100% of the hire charges will be settled in, credit card, or bank transfer at booking time. We no longer accept cheques.

2. Overdue accounts will accrue interest and penalty charges as per UK legislation

3. The hire charge commences when the Studio and/or Equipment is made available to the Customer whichever is the earlier and terminates when the Studio and Equipment is surrendered or returned to FFS. FFS reserves the right to make an additional hourly labour and studio charge to cover any costs incurred by FFS pursuant to condition 9 paragraph III above.

4. Any additional Equipment, services, staff or modifications to the Confirmation of Booking shall be billed to and paid for by the Customer.

5. At the end of the hire period the Customer may be charged at the discretion of FFS an additional rental where the Studio or any item of Equipment is delivered to or returned to FFS in a bad or damaged condition so as to preclude use or hire of the said Studio or Equipment.

#### Exclusions of Liability

Subject as hereinbefore mentioned FFS shall not be liable to the Customer for any loss damage expense liability or for any consequential loss (including loss of profit) whatsoever or howsoever arising out of or in connection with any of the following:

(a) any damage to or loss of property by the Customer or the Customers servants or agents or any third party.

(b) any breakdown stoppage or failure of the facilities and Equipment provided in the Studio or any other Equipment supplied to the Customer by FFS. (c) any death or injury occasioned to any Customer or servant or agent of any Customer occasioned by the use of the Studio or any Equipment unless such death or injury is directly attributable to the negligence of FFS or the servants or agents of FFS.

### Indemnity

The Customer shall at all times keep FFS indemnified against all actions proceedings costs charges claims expenses and demands whatsoever which may be made or brought against FFS or the servants or agents of FFS by any third party in respect of any alleged injury loss damage or expense arising out of or in connection with the use of the Studio or Equipment or services supplied by FFS even where such injury loss damage or expense is caused wholly or in part by the negligence or breach of contract of FFS its directors servants or agents save in respect of any death or personal injury caused by the negligence of FFS as aforesaid.

### Termination

FFS may summarily terminate any hire contract with the Customer upon the happening of any of the following events:

- (a) if the Customer shall fail to pay any of the monies due to FFS or dishonour any cheque paid to it; or
- (b) if the Customer enters into liquidation (other than for the purposes of amalgamation or reconstruction) or shall have a Receiver of its assets appointed or being an individual shall be declared bankrupt or having a Receiving order made against them; or
- (c) if the Customer shall be in breach of any of the terms of these Conditions and any such termination shall be without prejudice to any rights accrued to FFS against the Customer prior to the date of termination.

### Applicable Law

These Conditions shall be read and construed in accordance with the Laws of England.