

GREATER MANCHESTER FILM OFFICE

Guidelines for using Castlefield (Kenworthy) as a Unit Base

1. Although Manchester City Council's Valuation and Property Services manage the Kenworthy, all initial enquiries regarding the site must come through the film office.
2. The film office will issue you with an application form, which must be completed in full (including a list of all the technical vehicles to be parked) before it can be forwarded to the Valuation and Property Services to be processed. **Please note: you are not permitted to park private vehicles on this site.**
3. A number of other council departments have a vested interest in this site so the Valuation and Property Services must liaise with them before a licence can be drawn up. You are therefore advised to give a minimum notice period of **five working days** to ensure enough time for this process to occur. Any requests for the unit base, which are received within the minimum notice period, will not be processed.
4. Before the unit can move on to the site, a member of Contracting Services will inspect the location with a representative of the film crew present. This inspection can only take place during office hours (Monday to Friday, 0900-1500hrs) and the numbers for the combination locks (which gives you access to the site) will only be given after the inspection has been completed.
5. The fee of £250 per weekday and £300 per weekend day covers administration costs, repair and maintenance. **Please note: A full daily rate will be charged for vehicles wishing to move on to the site earlier than the time specified on the licence agreement.** An additional charge of £250 will be included to the licence agreement, which will be deducted from the final invoice subject to a satisfactory post inspection of the site, again with a representative of the film crew present. This should be organised by the vacating film crew as soon as possible, as you will still be liable for any damaged incurred until the post site inspection has been signed off.