

# Location Networkx

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## Fact Sheet for Property Managers

### Film seeks location – how does it work?

Generally speaking, television films are not produced by television stations but by private film production companies, just like feature films. Production companies assemble teams for each new project, many of whom start working long before filming begins.

### A production company wants to use your location – what happens next?

Usually the location scout would then take a look at and photograph diverse alternatives. The production company ultimately decides on which locations to include in the shortlist. These are then inspected once again by the director, cameraperson, production designer and unit manager/ production manager.

### The production company wants to use your location

This is when arrangements are met concerning filming dates/times and location rent amounts. This is where the scout's supervision of the location and thereby the property manager is handed-over to the unit manager or production manager. The production manager is the unit manager's direct superior and is responsible for the cost control of the entire production. That is why he/she is always the appropriate contact person regarding financial proceedings. It is up to the production manager to decide whether to negotiate the location rent themselves or leave it to the unit manager. In contrast to location scouts, production managers and unit managers are authorised to supply legally binding signatures on behalf of the film production company.

After completing detailed negotiations between the production company and the property manager a location rental agreement will be signed. This is a freely negotiable contract, even though production companies usually resort to standard agreements. It is by all means possible to include special clauses pertaining to points such as the treatment of sensitive surfaces, for example.

Main points of the location rental agreement are:

- Time period for filming work, as well as preparation and follow-up work
- Location rent amount and mode of payment
- Cleaning and conduct in case of damage
- Renewed permission to film in case of damage to film material (damage to negatives)

Note: Concerning apartments in particular, it is important to have the owner's/manager's consent before signing a location rental agreement!

## Filming preparations

Before filming commences, it is advisable to arrange a formal handover of the location where the property manager and unit manager carefully inspect the site and document already existing damages and condition, taking photos where necessary. Doing so simplifies the task of establishing whether a location is in its original state after filming has been completed.

The property manager and unit manager should also reach an agreement as to who will inform neighbours and where applicable, the property owner/manager about the filming schedule.

## Location rent – amount and mode of payment

Basically, the amount paid for location hire is freely negotiable. As a guideline, the going rate for occupied apartments is usually set at one month's rent per day of shooting and at half a month's rent per preparation/follow-up day. A fixed-rate is usually agreed upon in the case of multiple shooting days.

Try to avoid demanding excessive location rent, particularly in light of constantly rising costs faced by film productions and in support of Berlin's success as a media hub.

We recommend that location rent be paid in cash against receipt on the day of shooting. If you are subject to turnover tax, an invoice including value added tax will have to be issued. On principal, property managers (even private ones) are obliged to pay tax on income earned from location rent.

## On the day of shooting

It's likely to be rather turbulent on the day of shooting. Depending on the size of the crew (usually around 35 people) and the weather, a large number of vehicles might be needed for technical equipment, actors and crew. Even when everything might seem quite chaotic, rest assured that everyone involved in the film production process has an assigned field of duty. Do not expect the unit producer to be on set all the time as he/she might already been involved in film shoot preparations for the following day. That is why you should refer to the unit manager's assistants on the day of shooting, specifically the location unit manager and the set unit manager. Should individual crew members fail to uphold certain agreements, it is usually just a question of miscommunication that can be swiftly dealt with by talking to the set unit manager.

## Cleaning and conduct in case of damage and other problems

Cleaning can either be carried out by the production company, or for a fixed fee, by the location manager. It is advisable to organise a formal handover of the location before and after filming. Film productions are obliged to take out liability insurance – a serious production company ought to show their insurance policy on request. In case damage has been caused to the location by the film shoot the unit manager should be informed as soon as possible in order to arrange repairs or adjustment.

It is tremendously helpful when the property manager informs the location scout of any particularly good or bad experiences with a given production, so that they are able to take those points into account for future reference. Should problems arise, the location scout can and will mediate between you and the production company independently.