

HOUSE RULES

STUDIO POLICY & GUIDELINES
SHARE WITH ALL DEPARTMENTS

Welcome to Mammoth Film Studio. The below list is to help make clear what is permitted use of our facility and should be shared with all departments. The intention is to ensure a safe working environment for all and to prevent damages or operational issues from arising.

1 SITE ACCESS

- Access to the site is available up to 20 minutes before your booking start time.
- Where possible crew are permitted to wait inside before the booking start time, but please note this time is used to prepare the studio so access may be limited.

2 VEHICLE ACCESS

- 5 mph driving limit on site. Beware pedestrian traffic, particularly around corners.
- Park only in designated parking bays. Loading bays must be reserved for loading / unloading only.
- No vehicle to drive inside the studio without the express permission of the studio — this will need to be marshalled into position.

3 EXTERNAL USAGE

- The areas outside belonging to the studio (see floor plans) are free to be used as required. Any installations or external filming must be pre-approved by the studio.
- Fire exits and loading bays must be kept clear. Passage for vehicles should be considered and marshalled where necessary.
- No noisy work or power tools to be used before 8am or after 6pm on weekdays, 8am to 1pm on weekends. General consideration for our neighbours should be observed.
- Waste, debris and paint spillages must be cleaned immediately and areas returned to their original condition.

4 STORAGE & DELIVERIES

- No equipment or items to be stored outside.
- Deliveries outside of the agreed booking period must be pre-approved by the studio. We can't guarantee capacity to assist or accept responsibility for deliveries but will help where we can.

5 PAINTING

- No spray guns permitted internally or externally.
- Only the paint sink can be used to clean brushes etc.
- Any paint spatters or spillages must be cleaned immediately to original condition.
- Any cove painting must be returned to the original condition before the end of the booking period or repainting charges will apply.

6 AIRBORNE PARTICLES

- No glitter or particle generators to be used on site.
- Dust generating work must be done outside away from open doors (cutting wood etc) and cleaned appropriately.

7 SFX

- All SFX requests must be pre-approved and submitted alongside a Risk Assessment for review.
- No wax or oil based emitters are permitted.
- As a general rule water effects are not permitted in the studio.

8 STUNTS

- All stunt requests must be pre-approved and submitted alongside a Risk Assessment for review.
- Any stunt involving the in-house rig must be co-ordinated alongside the in-house rigging team.

9 RIGGING

- Only authorised Cinelight crew or studio assistants can operate the motorised rigs.
- Beyond this, an in-house rigger is required for all other rigging tasks and requirements.

10 ELECTRICAL

- A SPR is responsible for ensuring electrical safety and allows only competent people to carry out electrical work.
- The temporary electrical system must not overload the capacity of any incoming socket and/or the total available supply.
- Systems over 6kva demand a design document or drawing that details the electric distribution. A risk assessment and method statement should also be provided.
- Equipment should be inspected before use and no damaged equipment should be used.

11 SUPPLIERS

- Cinelight is the exclusive lighting supplier for the studio.
- Mammoth is the exclusive supplier of teas and coffees for the studio.

12 GENERAL

- **Cove:** (curved studio wall) strictly must not be walked on, or have equipment or machinery on it.
- **Walls:** Don't rest any unsecured items or equipment against any walls.
- **Obstruction:** Passageways, shutters and fire exits must be kept clear at all times.
- **Portable Heaters:** Ask a studio member or electrical team to plug in portable heaters.
- **Noise:** Noise levels must be kept below 70 dB daytime & 45 dB nighttime when measured outside the premises.
- **Open Containers:** Open containers are not permitted inside the studio as they pose a spillage / slip hazard.
- **Abuse:** We have a zero-tolerance policy for any form of physical or verbal abuse. We reserve the right to remove anyone from the premises at our discretion if their behaviour disrupts the safety or well-being of others.