



My Locations Ltd.

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LOCATION REGISTRATION FORM

Please complete this form and return it with location images on a CD to the above address.

1. Location details:

Name of Location: (if applicable)	
House Number & Street:	
Borough or Town:	
County:	
Postcode:	

2. Contact details:

Contact name:		
Address: (if different from above)		
Borough or Town:		
County:		
Postcode:		
Telephone:		
Mobile:		
Fax:		
Email:		
Key holder:	Name:	Contact number:

3. Please provide a brief description of the property's internal and external features:

Description should include numbers of floor, bedrooms & key features etc.

4. Please describe the access to the location, parking and noise levels:

Description should include: any access restrictions, type of parking adjacent to location, Any noise issues (aircraft or trains nearby). WiFi connection?
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5. Nearest facilities:

Town: (if outside London)		Tube and/or Rail Station:	
A&E Hospital:		Police Station:	

6. Availability of location:

(Please tick appropriate box)

Anytime:	<input type="checkbox"/>	Monday to Friday only:	<input type="checkbox"/>
Weekends only:	<input type="checkbox"/>	After business hours:	<input type="checkbox"/>

7. Secondary key holder:

In the event that we are unable to contact you to discuss a job we will contact the nominated key holder to gain access to the property.

Name:	Contact number:	Relationship:
		EG: Neighbour or Father

8. Resident Association contact details:

Name:	Contact number:	Address:

9. Parking information:

(Parking directly outside the property and the surrounding area, please let us know if its metered, permits or unrestricted)
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Please read and sign below,

I, _____(name)

of _____(address)

agree that the following terms and conditions constitute the entire agreement between myself and My Locations Ltd as to the presentation of my location by My Locations Ltd:

Photographs of my location will be included in the My Locations library so as to promote that location for photographic and/or filming projects. I understand that I may notify My Locations Ltd in writing if I wish to have the location removed from the My Locations Library.

I hereby warrant and represent to My Locations Ltd that the information provided by me is true and accurate, and will not infringe upon the rights of any third party.

I agree that My Locations Ltd shall use reasonable endeavours to ensure the accuracy of the information contained in the My Locations Library. My Locations Ltd accepts no responsibility for any errors, omissions or liabilities arising under, or in connection with, this agreement. My Locations Ltd makes no warranty as to the outcome from, or suitability, for your purposes, of the My Locations Library.

In respect of any work carried out at the above address by any client introduced by My Locations Ltd, I shall enter into a location licence agreement with such client on terms to be agreed between myself and the client for the use of the location, and I agree to be bound by the terms of such location licence.

I understand that any work placed in my property by My Locations Ltd will incur a 15% commission which will be retained My Locations Ltd.

My Locations shall hold any personal information consistent with the requirements of applicable data protection laws and regulations.

Signed: _____ Date:_____

Print Name: _____