

JUNE 2013

From: [REDACTED]
Sent: 26 June 2013 11:30
To: [REDACTED]
Subject: RE: Tech Recce. [REDACTED]

Sure, happy to receive that info next week.

All the best
[REDACTED]

From: [REDACTED]
Sent: 26 June 2013 11:28
To: [REDACTED]
Subject: Re: Tech Recce. [REDACTED]

Hi [REDACTED]

Tomorrow will be: myself, [REDACTED] and possibly [REDACTED].

I will confirm all names for the tech recce next week, if that's ok?

Many thanks,
[REDACTED]

On 26 Jun 2013, at 11:10, <[REDACTED]> wrote:

Hi [REDACTED]

Was good to talk

As discussed, I will be around tomorrow at 12noon, for you to measure the distance between the two columns by the front door and the tech recce on Wednesday 3rd 0930 – 1130.

Please confirm who will be attending for both visits, so I'm able to advise the police.

Many thanks
[REDACTED]

From: [REDACTED]
Sent: Wednesday, June 26, 2013 10:31 AM
To: [REDACTED]
Subject: Tech Recce.

Hi [REDACTED]

I hope you had a good time in Ireland and that you had a bit of time off to enjoy it!

We have our tech recce dates scheduled for either Tuesday 2nd July or Wednesday 3rd July. Are either of these dates a problem for you?

Our filming day is confirmed as Sunday 11th August. We wouldn't need a prep or a strike day but might need earlier access and possibly two hours after wrap. I will know more after the tech recce.

I am in the area tomorrow looking at another location and wondered if I could pop in and measure the distance between the two columns by the front door? It would be around 12ish.

May thanks,



July 2013

From: [REDACTED]
 Sent: 31 July 2013 09:39
 To: [REDACTED]
 Subject: RE: Caterers quotes

Morning [REDACTED]

Sorry my mistake

Quote two, total should be [REDACTED]

Regards
 [REDACTED]

From: [REDACTED]
 Sent: 30 July 2013 16:41
 To: [REDACTED]
 Subject: Caterers quotes

Dear [REDACTED]
 Please see quotes from caterers below. Quotes based on 170 people

Quote One

Fork Buffet lunch - [REDACTED] per head

(choice of three main, including veg option, side dishes and salads. One desert and fresh fruit platter, complimentary fruit presse, Teas and coffee)

Cheese board - [REDACTED] per head

Extras - [REDACTED] per head

(extra kitchen utensils, Delivery and collection)

Staffing, china, cutlery, crockery & glassware included in the costings

Total £ [REDACTED] ([REDACTED] per head)

Quote Two

Buffet Lunch (choice of three main, including veg option, 5 salad options, Dessert options, cheese board, Coffee & Tea#

Plus staffing, hire of equipment

Total [REDACTED]

Note

For quote two, cold meats will be cheaper, by around [REDACTED] off the total

For quote one, if you have a budget, they will work with what you have a offer you what they can for that amount.

Look forward to hearing from you

Thanks
 (redact)

From: [REDACTED]
Sent: 29 July 2013 11:49
To: [REDACTED]
Cc: [REDACTED]
Subject: Gardern use

Dear [REDACTED]

Just spoken to [REDACTED]

Unfortunately, it is like I said there is no option for a marquee in the garden.

I'll email a couple of our approved caterers regarding food in the Long Gallery and I'll email you the quotes once received.

Thanks
[REDACTED]

From: [REDACTED]
Sent: 26 July 2013 12:17
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Permission to park in Stable Yard

Hi [REDACTED]

Not a problem. Thank you for trying.

Speak soon,
[REDACTED]

Sent from my iPhone

On 26 Jul 2013, at 12:00, <[REDACTED]> wrote:

Dear [REDACTED]

I have spoken to [REDACTED] and the Met Police and unfortunately we will not be able to accommodate the Winnebago in Stable yard this Sunday.

Sorry for this disappointing news, hope you are able to find a solution.

Regards
[REDACTED]

From: [REDACTED]
Sent: 25 July 2013 10:57

To: [REDACTED]
Subject: Royal Parks

Dear [REDACTED]

Hope all is going well.

Grateful if you could please forward the email received from Royal Parks regarding access to Lancaster House garden.

Thanks
[REDACTED]

From: [REDACTED]
Sent: 25 July 2013 15:28
To: [REDACTED]
Subject: Filming on the 11th

Dear [REDACTED],

Hope your well.

Please see attached the Clients and Contractors guidance. This lists all the dos and don'ts of the house.

A few more things, please can you answer or send the below:

We need

- Floor plans or images on what you plan to do with the spaces you are filming in
- The risk assessment including Health and Safety / Fire plans
- The productions schedule and details of what equipment you are bringing in. Especially the Weight and dimensions of the camera / light crane which will be outside the front of the house.
- Vehicle and delivery schedule and arrival times for crew and cast

Caterers

- Does any other furniture need removing and are you planning on covering anything up (other than the long green vase in the main hall)

Basement

- Will you be using the basement for hair / Makeup
- How will the costumes be transported here

Catering

- Any more thoughts on how you will serve the food to the crew and cast. You mention a possible van in Stable Yard, if this is the case we will need the details asap as the caterers will need PNC checking.

Look forward to hearing from you

If you need any more info, let me know

Thanks
[REDACTED]

From: [REDACTED]
Sent: 23 July 2013 09:40
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Repair works at Lancaster house

Thanks [REDACTED]

I am away on location at the moment but hoping to be back in London this afternoon.

I will be in touch soon to go through all the details.

Regards,
[REDACTED]

Sent from my iPhone

From: [REDACTED]
Sent: 22 July 2013 12:55
To: [REDACTED]
Cc: [REDACTED]
Subject: Repair works at Lancaster house

Hi [REDACTED]

Wanted you to be aware of the repair works taking place at Lancaster house (not the days of the filming)

- The area, which is the corridor near the ground stairs ladies restroom will be sealed on the inside of both pairs of the white painted double fire doors with heavy duty clear plastic. This is not in the intended areas of filming.
- In the lower hall the large curved mahogany door can be closed over to hide the fire doors behind.
- There will also probably be a skip in the car park outside the rising staircase area
- There will be no access to the ground floor ladies restroom. There are restrooms available on our mezzanine floor and basement.

I've attached a diagram, hope it makes it clearer to understand. The stripped box area is where the repair works are taking place

Happy to discuss.

Thanks
[REDACTED]

From: [REDACTED]
Sent: 17 July 2013 11:00
To: [REDACTED]
Cc: [REDACTED]
Subject: Ext filming at Bridgewater House.

Morning [REDACTED]

Do you have a contact for the police/ security outside Lancaster House? We are doing some ext filming outside Bridgewater House on Sunday 28th August and I wanted to inform your security because we will have traffic management in place during our shooting hours 08:00-19:00.

Also did you receive the booking form yesterday? It would be great to get a costing on our filming day at Lancaster House
Many thanks,
[REDACTED]

From: [REDACTED]
Sent: 17 July 2013 11:49
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Ext filming at Bridgewater House.

[REDACTED]
Today is (redact) first day back in the office she will get hire agreement over to you this week. Once this has been signed we can raise an invoice.

From: [REDACTED]
Sent: 17 July 2013 11:48
To: [REDACTED]
Subject: Re: Ext filming at Bridgewater House.

[REDACTED]
Great stuff!

Please can you email me an invoice and a filming agreement or are you happy to use one of ours?

Kind regards,

[REDACTED]

Hi [REDACTED]

Thanks for this. I will get it signed tomorrow and get it back to you asap.

I know I shouldn't ask again but if there was anyway you could do a final push on all of those names I would very grateful. I know it's last minute but the Producers came down on me like a tonne of bricks due to the fact that they have all been fitted for costumes and booked a long time ago. If I'm honest it was probably my mistake because I have been taking on too much

I am not officially working tomorrow but I will be on the phone all day and answering emails.

I am sorry for all the last minute changes and hopefully we can rectify them tomorrow and have an exciting and stress free shoot on Sunday!

Kind regards,

[REDACTED]

From: [REDACTED]

Sent: 12 July 2013 13:15

To: [REDACTED]

Subject: Fwd: Downton Abbey.

Hi [REDACTED]

I sent this to [REDACTED] on Monday but I have not heard back from her, is [REDACTED] out of the office this week?

Many thanks,

[REDACTED]

On 12 Aug 2013, at 12:16, <[REDACTED]> wrote:

Hi [REDACTED]

Well done for yesterday, hope it was a success for you guys. Was great for the team and I to be a part of it all.

Just to let you know, we are looking into the damage to the wall and once I have a more info / quote I'll let you know

Thanks

[REDACTED]

From [REDACTED]
Date: 8 July 2013 10:26:07 GMT+01:00
To: [REDACTED]
Subject: Downton Abbey.

Morning [REDACTED]

Thank you for allowing us to recce last week. Please see below a very basic breakdown of how the day will work. I will give you a complete breakdown nearer the time which will include dressing details and our tech parking plan.

Filming day- Sunday 11th August, access:06:30- 22:00. Art Dept to dress the two sets between 06:30 - 21:30.

Main unit to film on The Mall and Canada Gate between 07:00-10:15.

Filming times: 10:30 - 19:00 in Lancaster House

Shooting areas: The staircase & The Music Room. (we will need your guys to move the case on the stairs for shot). I understand this is an additional cost.

Lunch: TBC but possibly in the Long Gallery 13:00-14:00.

Strike on wrap and clear of site by 21:00.

Please can you put together a price for our filming based on these times and the rooms we are intending on using.

Many thanks,
[REDACTED]

August 2013

From: [REDACTED]
Sent: 16 August 2013 15:40
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Chipped Wall

Hi [REDACTED]

Please go ahead and repair it and send us the bill.

Speak next week.

Regards

[REDACTED]
Sent from my iPhone

On 16 Aug 2013, at 13:08, <[REDACTED]> wrote:

Hi [REDACTED],

Hope you are well

I have received the quote from Hare-Humphreys the company who will fix the damaged made to the wall on Sunday. They have quoted [REDACTED] + vat.

Grateful if you could please confirm how you would like to proceed with this. We could send your company an invoice, as we have just done for the Hire cost and porters charge. Please do advise.

Look forward to hearing from you.

Please note, I'm on leave from today, returning on Wednesday 28th

Many thanks
[REDACTED]

From: [REDACTED]
Sent: 12 August 2013 12:45
To: [REDACTED]
Subject: Re: Chipped Wall

Hi [REDACTED]

Thank you for yesterday. It was such a fantastic day and one we all enjoyed! Please keep me informed about the damage and we will get it sorted asap.

Please say a big thank you to your team because without them the day wouldn't have ran so smoothly.

Many thanks,

From: [REDACTED]
Sent: 08 August 2013 12:56
To: [REDACTED]
Subject: Re: Castle 2013 - Location Timetable / Location Plan

Hi [REDACTED]

I sent you the art dept notes to bot email accounts because the files were too big? Are they in your other account?

Thanks

On 8 Aug 2013, at 12:42, <[REDACTED]> wrote:

Thanks ([REDACTED])

Few points

- I noticed the catering area has moved and now 2x 18 Electrical trunks have been placed in their area?? In your last visit we discussed that the police usually park where the catering area now is, what is your contingency plan if this is the case. As we cannot confirm whether they will park there or not, we share stable yard.
- Still no art dept notes / visuals received – we have no idea how the house will be dressed – please do send these through
- Tech Trucks and Genie Boom Trucks – we need the licence plates numbers and driver names on the schedule
- Lunch – benches? Where are they going to be? How are they arriving?

I've inquired regarding our onsite electrician. Will let you know if this is a possibility.

Look forward to hearing from you

Thanks

From: [REDACTED]
Sent: 08 August 2013 12:22
To: [REDACTED]
Cc: [REDACTED]
Subject: Castle 2013 - Location Timetable / Location Plan

Hello [REDACTED]

I hope all is well.

Please find attached a parking plan and also a location timetable for the filming on Sunday. If you have any questions please let me know.

Also, would it be possible to book your in house electrician for the day on Sunday? If that would be possible what would the cost be/

Kind Regards

[REDACTED]
From: [REDACTED]
Sent: 08 August 2013 15:14
To: [REDACTED]
Cc: [REDACTED]
Subject: Fwd: Castle 2013 - Location Timetable / Location Plan

Hello [REDACTED]

Please find below the answers to your questions

Many Thanks

[REDACTED]

----- Forwarded message -----

From: <[REDACTED]>
Date: 8 August 2013 12:42
Subject: RE: Castle 2013 - Location Timetable / Location Plan
To: [REDACTED]
Cc: [REDACTED]
[REDACTED]

Thanks [REDACTED]

Few points

I noticed the catering area has moved and now 2x 18 Electrical trunks have been placed in their area?? In your last visit we discussed that the police usually

park where the catering area now is, what is your contingency plan if this is the case. As we cannot confirm whether they will park there or not, we share stable yard.

I remember discussing that the 2 x 18t electrical trucks will be parked as per the diagram - I understand that the catering is where the police normally park but I was under the impression that they may not be there on a Sunday. Worst case scenario, if the police parking is no possible the two easy ups that the caters will serve from can be relocated to the rear of the electrical trucks

Still no art dept notes / visuals received – we have no idea how the house will be dressed – please do send these through

I believe that Mark sent this over a few hours ago

Tech Trucks and Genie Boom Trucks – we need the licence plates numbers and driver names on the schedule

I will get this over is a separate document today

Lunch – benches? Where are they going to be? How are they arriving?

There will be 15 benches underneath the archs for the crew to eat. They will arrive via the locations van (RO12NRF)

I've inquired regarding our onsite electrician. Will let you know if this is a possibility.

Thank you

Look forward to hearing from you

Thanks

[REDACTED]

From: [REDACTED]
Sent: 08 August 2013 12:22
To: [REDACTED]
Cc: [REDACTED]
Subject: Castle 2013 - Location Timetable / Location Plan

Hello **[REDACTED]**,

I hope all is well.

Please find attached a parking plan and also a location timetable for the filming on Sunday. If you have any questions please let me know.

Also, would it be possible to book your in house electrician for the day on Sunday? If that would be possible what would the cost be/

Kind Regards

[REDACTED]

TEMPORARILY SET IN FREE STANDING THRONE UNIT. SEE CONSTRUCTION DRAWING.

TEMP. COVER MODERN SOCKETS ON SKIRTING BOARDS WITH LIGHTWEIGHT COVERS,

TEMP. COVER AIR VENTS TO DADO WITH THIN CARD, TEMP. REMOVE SMALL TABLES AND CHAIRS.

TEMP. REMOVE FIRE SCREENS.

LANDING STAIRWELL

COVER DECALS ON DOORS WITH MASKIT, REMOVE FREE STANDING SIGN BOARDS.

MAIN ENTRANCE HALL / STAIRS

TEMP. REMOVE PERSPEX PROTECTIVE COVER TO LARGE GREEN MARBLE URN ON HALF LANDING.

TEMP. REMOVE FREE STANDING SIGN BOARDS

TEMP. REMOVE CHAIRS AND SMALL ROUND TABLES

TEMP. REMOVE F MODERN FLOOR STANDING UPLIGHTERS

TAMP. REMOVE SMALL PICTURE FRAMES/ ON RADIATOR.

DRESS IN A SELECTION OF FREE STANDING SCREENS, DRESS IN PROP COSOLE TABLES WITH FLOWER ARRANGEMENTS ON, INFRONT OF MIRRORS. DRESS IN FLOOR STANDING LIGHTS.

TEMP. COVER 2 OFF LARGE RADIATORS FREE STANDING CUPBOARD UNITS, SEE CONSTRUCTION DRAWING.

GENERAL NOTE TEMP. COVER MODERN SWITCHES/ SOCKETS / ETC. WITH LIGHTWEIGHT COVERS (CARDBOARD).

From: [REDACTED]

Sent: 08 August 2013 17:33

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Location Rider.

Dear [REDACTED],

We are not able to sign the Location Rider. Any documents that require signature need to be checked by legal advisors, as when we do sign anything we are signing

on behalf of the Foreign and Commonwealth Office and we do not have efficient amount of time check whether we can do this.

The document we use is our hire agreement, which has been cleared and checked by HMT legal advisors. We are therefore unable to make the changes you highlighted on paragraphs on Licence and Advertising.

Attached is the amended Hire Agreement, which I have signed.

Any questions regarding this please do let me or [REDACTED] know.

Many thanks

[REDACTED]

From: [REDACTED]
Sent: 06 August 2013 12:18
To: [REDACTED]
Subject: Location Rider.

Hi [REDACTED]

Please find attached a copy of our rider.

FYI the times will not change for Saturday so it will still be 06:30-22:00hrs.

Many thanks,

From: [REDACTED]
Sent: 08 August 2013 12:22
To: [REDACTED]
Cc: [REDACTED]
Subject: Castle 2013 - Location Timetable / Location Plan

Hello [REDACTED]

I hope all is well.

Please find attached a parking plan and also a location timetable for the filming on Sunday. If you have any questions please let me know.

Also, would it be possible to book your in house electrician for the day on Sunday? If that would be possible what would the cost be

Kind Regards

[REDACTED]

Hi [REDACTED] i will try this.

Please can you send me the agreement.

Many thanks,

From: [REDACTED]
Sent: 06 August 2013 11:42
To: [REDACTED]
Subject: Lancaster House.
Morning [REDACTED],

Thank you for your email with the list containing our members of staff who are unable to access Lancaster House.

I have forwarded your filming agreement through to our producers to read through and am awaiting their response. I will send you a location rider for you to have a read through and if you are happy to sign it and send back. We ask all location owners/representatives to sign if we are working to their agreement.

Did you get all the art dept requirements through yesterday? They were big files and I had trouble sending them.

Tom will do a schedule and a plan of our filming day when we are back in the office tomorrow and will send it over to you when it is complete.

Sorry I have not been in touch but I have been on set in the middle of the Cotswolds with no signal!

Regards,

[REDACTED]

From: [REDACTED]
Sent: 05 August 2013 14:57
To: [REDACTED]
Subject: lancaster house.
Hi [REDACTED],

I have had to sen you these individually as the files are too big to send together.

I will get you a plan/schedule of the day once we have confirmed it.

Many thanks,