



The Grid Project Victoria Park: Welcome Pack

Introduction

The Grid Project is the name that has been given to a project examining and providing the supply of green energy via the mains network to key unit base locations used by productions when filming on location in London (as well as for use by events). The benefits of green energy via the mains network will be to cut emissions, particulates and noise pollution from diesel generators. This will help the audio-visual industry do its part in addressing the climate emergency, whilst protecting the health and wellbeing of both crew and local communities in London

As part of the Green Screen project, supported by Interreg Europe and the Mayor of London's Good Growth Fund, Film London has delivered in partnership with Arup, the first site of this project via the installation of an electrical cabinet in Victoria Park.

Research undertaken for the project by Arup, predicts that due to the sites estimated annual electrical consumption of 247,000 kW, we anticipate an overall annual carbon saving from the cabinet of around 169,556 kg CO₂ and 2,393 kg N₂O in comparison with running current diesel generators. That's the equivalent of burning around 64,000 litres of diesel!

From the lessons learnt in the development of this trial site at Victoria Park, our goal is to share this information widely, encouraging and supporting film bodies, councils and location owners in the development of further sites both in London, nationally and internationally.

Stakeholders

Whilst Film London are leading the project, in Partnership with Tower Hamlets & The Film Office, it has the unanimous support of the relevant London Boroughs, Royal Parks, TfL, The Mayor's Office, respective film offices, the GLA and Industry.

Grid Project Industry Advisory Group

The project is supported and advised by selected industry experts including Location Managers, Unit Managers and Transport Captains.

Booking and Billing

Process:

- 1) Enquire with Tower Hamlets Film Office regarding Victoria Park site availability.
- 2) Submit FilmHub booking to confirm hire of Unit Base. Make payment to Tower Hamlets Film Office for the booking prior to use
- 3) Receive unit base permit/ license and keypad code for electrical cabinet usage.
- 4) Access site power using electrical cabinet. No diesel generator usage permitted.
- 5) Film London electricity supply charge sheet (figure 1) and invoice received post end of license period. Charge sheet supplies information regarding electricity cost and usage. Note this is not an invoice.
- 6) Payment made to Film London within 14 days of receipt of invoice.

Charge Sheet Template:

Charges For Use of Electricity Cabinet			
Details			
Production:			
Company:			
Company Address:			
Contact:			
Charge Sheet #			
Site:			
Dates:			
Days			
Fee	Cost per Unit	kWh	Usage Cost
Daytime Electricity	£0.33980		£0.00
Nighttime Electricity	£0.28010		£0.00
Total Power Usage			£0.00
Standing Charges (daily)	£37.00		£0.00
Film London Administration Fee (daily)	£55.00		£0.00
TOTAL exc VAT			£0.00
* This is not an invoice. Film London will send an invoice directly from accounts department. *			
Standing Charges (daily) = includes line rental standing charge, DUOs charges (Distribution Use of System), MOP charge, Combined DCDA and Portal charges. Film London Admin Surcharge (daily) = includes admin and maintenance costs in relation to feeder pillar.			

Figure 1

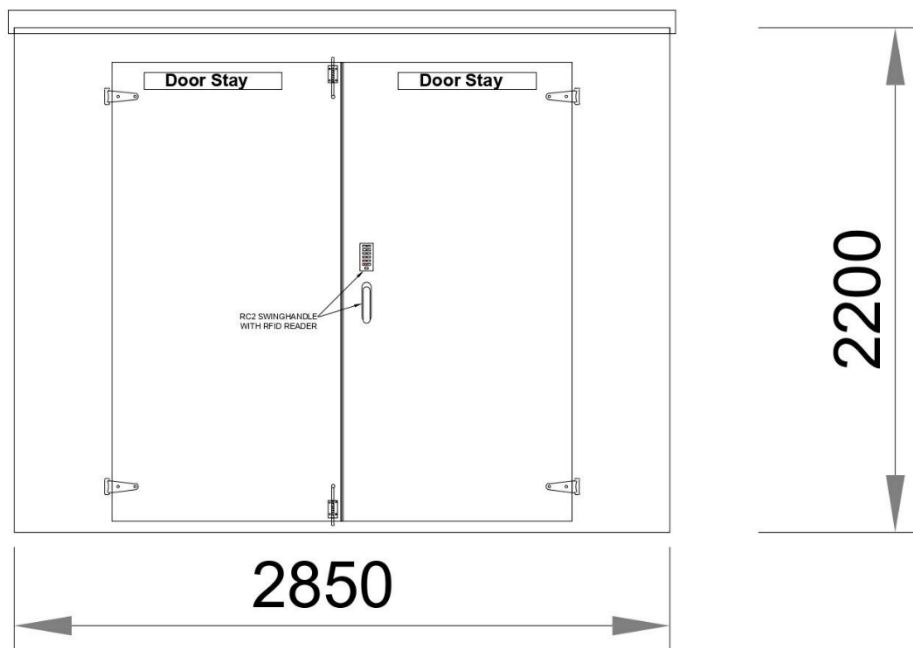
Location



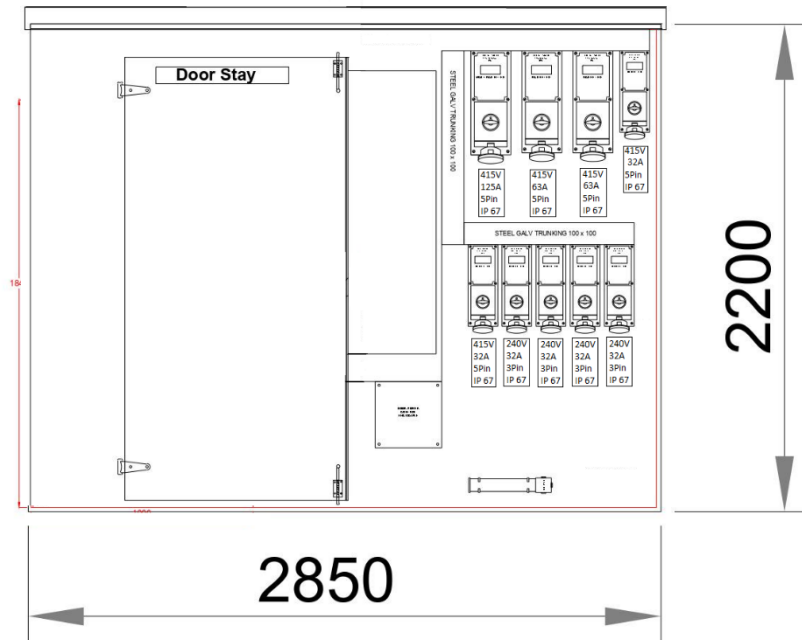
Cabinet Specs:

Supply: 200KVA / 300A

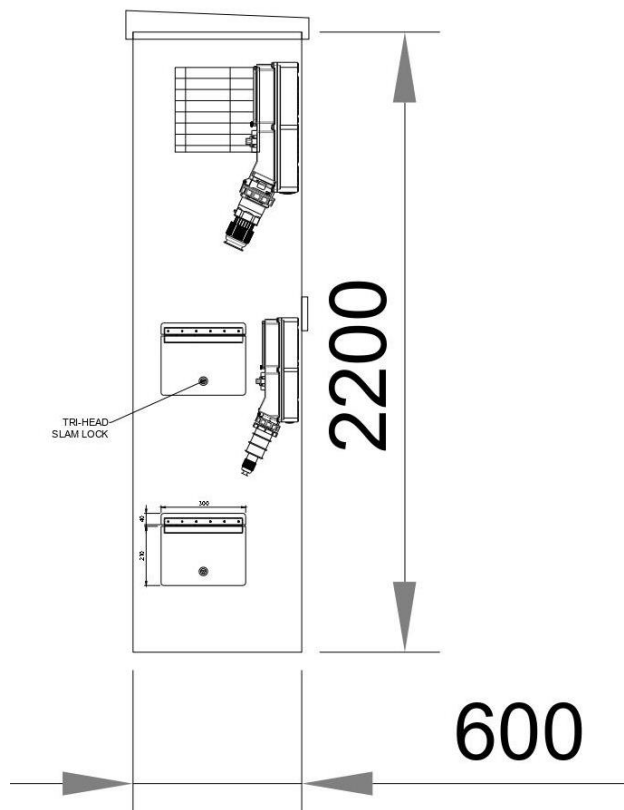
Cabinet Front: Door Shut



Cabinet Front: Door Open



Cabinet Side



How to guide

Prior to arrival:

- 1) Ensure the person who is responsible for accessing the cabinet is competent and has read the welcome pack (including health and safety information and user instructions).
- 2) Ensure access card is collected.
- 3) Ensure **cables** are **new** and in a **good condition** for connection to the cabinet. **OLD CABLES MAY NOT WORK.**



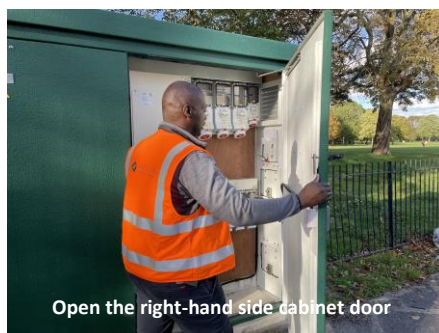
Plug is worn/ damaged.



Plug is in good working condition

Using the Cabinet:

- 1) Hold the card up to the keypad. Once the LED lights turn green, push the lower part of the handle lever to release it (it will pop out). Pull the handle out and turn the lever to disengage the locks. *Note: the magnetic locks will only disengage while the light is green. If the door will not open when the handle has been turned, place the card back to the reader to re-release the magnetic locks. The door will now open.*
- 2) Open the right-hand side of the cabinet door. The door-stay will ensure the door remains open during access. *Note: you do not need to open the left-hand side door, so please leave it closed and do not open the central distribution board with permission from Tower Hamlets council.*

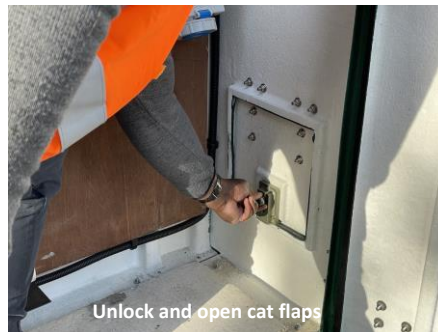


Open the right-hand side cabinet door



Door-stay will ensure door remains open

- 3) On the interior of the right-hand side of the cabinet, unlock and open the cat flaps. *Note: no key is necessary as they are opened manually from the inside of the cabinet.*



- 4) From the exterior right of the cabinet, feed either single or three phase power cables through the cat flaps at the relevant height to your chosen sockets. *Note: it is important that cables are fed through the correct cat flap to remove pressure on cables and sockets in the cabinet. Rating information is printed on the cap and the front, of each commando socket.*



- 5) Release the cap on the commando socket and plug the cables into the sockets. Turn on the socket by turning the switch clockwise to receive power. *Note: the on/off switch will not turn without a cable appropriately attached. Also old/ damaged cables will not allow the switch to turn on. If the switch will not turn, try a newer cable.*



6) Once all cables are plugged in and turned on, push the door-stay bar upwards to release, shut and lock the door. *Note: very important that the cabinet doors remain shut and locked during operation. The door should only be opened when plugging in or removing cables.*

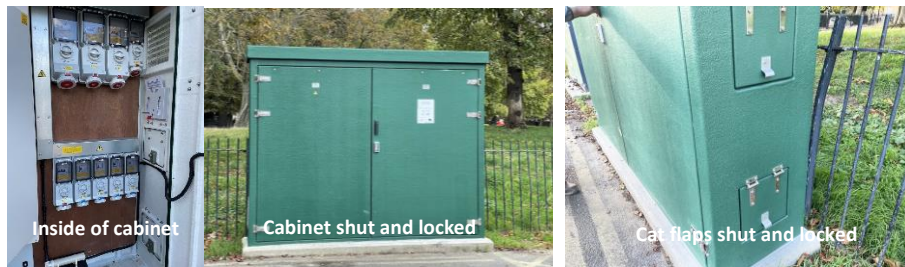


End of use instructions:

At the end of usage, please:

- 1) Hold the card to the keypad. Once the LED lights turn green, push the lower part of the handle lever to release it (it will pop out). Pull the handle out and turn the lever to disengage the locks. *Note: the magnetic locks will only disengage while the light is green. If the door will not open when the handle has been turned, place the card back to the reader to re-release the magnetic locks. The door will now open.*
- 2) Open the right-hand side of the cabinet door. The door-stay will ensure the door remains open during access. *Note: you do not need to open the left-hand side door, so please leave it closed and do not open the central distribution board with permission from Tower Hamlets council.*
- 3) Turn off the power to each commando socket. Unplug the power cable and replace the cap on each socket.
- 4) Feed cables out of cat flaps and shut the cat flap. *Note: cat flaps lock automatically when fully closed, however please check.*
- 5) Take a photograph of the inside of the cabinet, showing all sockets.
- 6) Push the door-stay bar upwards to release the door, shut and lock the door. Make sure the handle locks back in place. You should hear a click noise when this is successful. You may need to repeat this process if the magnets do not engage.
- 7) Take photographs of outside of the cabinet to demonstrate all doors and cat flaps are shut and locked.

8) Send cabinet photos to gridprojectbilling@filmlondon.org.uk for records.



Operational troubleshooting. IMPORTANT:

- If the RDF trips, please **ONLY RESET ONCE** and check your equipment. Do not allow the socket to trip multiple times.
- Old cables/ plugs may not allow the commando sockets to turn on. Bring new/ undamaged cables.

For any access/ technical problems, please contact:

*Emergency contact details – **The Film Office***

Contact number: 0207 247 1244 Email: towerhamlets@filmoffice.co.uk

Terms and Conditions

The Licensee agrees not to utilise any diesel generators whilst operating within the Lido Car Park.

The Licensee agrees to book the use of the electrical feeder pillar with Film London in advance of arrival on site.

The Licensee will designate a competent person to manage the use of the electrical feeder pillar to ensure safe use at all times.

The Licensee will ensure that all safety instructions for use of the electrical feeder pillar are followed at all times.

The Licensee will ensure that due care is given to the fabric of the electrical feeder pillar at all times.

The Licensee agrees to immediately report any and all damage and / or fault with the feeder pillar to Film Office [and Film London]

The Licensee agrees to immediately report any incidents relating to health and safety to Film Office [and Film London].

The Licensee will pay Film London all fees, costs and other expenses associated with the use of the feeder pillar [in addition to any other electricity charges referred to under Clause 3.5]. All such charges are subject to VAT.

The Licensee will comply with any reasonable instructions of Film Office relating to the health and safety of persons attending the Location.

The Licensee will comply with all laws, statutes, regulations and codes (including Acts of Parliament, statutory instruments, court orders, regulations, directives, bye-laws, treaties and other regulatory requirements), including in respect of health and safety and the Bribery Act 2010 and any guidance issued by the Secretary of State;

The Licensee will observe all health and safety rules and regulations and any other reasonable security requirements that apply at the Location.

The Film Office and Film London may disclose and/or use information relating to the Licensee's use of the feeder pillar, provided such information is used and/or disclosed under the same obligations of confidentiality.

