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## RENTAL PROCEDURES & AGREEMENT

Thank you for your interest in Hollywood Studio Rentals. We look forward to adding you to the list of thousands of happy and satisfied customers that have worked with us over our twelve years in business.

**Paperwork Required** Please read and sign your understanding of these **Rental Procedures & Agreement** page and attach your **Certificate of Insurance** and/or the **Credit Card Authorization Form**. We ask that you review and affirm this **Rental Procedures & Agreement** and that you return this page to your friendly, knowledgeable and helpful technician before your first rental. An order is not considered reserved until these forms are completed and returned to us even if the reservation has been taken.

**Payments and Terms** All rental orders are COD or prepaid prior to the equipment being rented to you for your use. Net accounts have different terms and limits. If you have been granted a pay-on-return (POR) for a particular order, the POR payment must be by cash or check.

**Insurance Required** In the event the replacement value of your order is \$7500.00 or more, a **Certificate of Insurance** naming Hollywood Studio Rentals, LLC as **Loss Payee/Additional Insured** is required to rent equipment. The Certificate of Insurance must be acceptable to Hollywood Studio Rentals and a deposit will be required in the amount of the **Deductible** as indicated by the Certificate. If you do not have insurance, you may be limited in the type and quantity of equipment you can rent. An amount equal to the retail value of the equipment plus tax can be posted up to \$7500.00 to secure the rental. The deposit amount may only be made in cash or check (no credit cards) and if all is in good order, the same check will be returned to you upon your checking in your order. Your check will be held if there is lost or damaged equipment and you will receive the difference back by our company check after your deposit check has cleared. Generally, this take 5-7 business days. If insurance is required, coverage must include a "Loss of Use" provision that would cover any time a damaged unit is in for service. You affirm that his coverage exists even if not specifically stated on the Acord evidence of insurance. If uninsured, renter understands the a damaged rental item remains on rental until such time as it is serviced and returned to us for normal rental purposes. We have no control over how long a servicer may take to repair a given item. You are liable for that time under standard billing terms.

**Renter's Responsibilities** Rental equipment being issued to you has been throughly inspected and tested to ensure perfect operation. It is the renter's responsibility to inspect, review and test the equipment and to guarantee completeness of the rental order prior to it leaving the store. We will gladly attach any equipment you bring with you to demonstrate our equipment as a working system. We highly encourage you to take advantage of this offer. You may come in prior to picking up the order to do this. Further that you understand the operation of the equipment and agree to use it in a professional, legal and safe way.

**Assumption of Operation** Whether or not you choose to test the equipment at the store, the equipment is deemed to be in perfect operating order, suitable and complete in every regard. You are responsible for every device and element of the rental including every part or manual, as well as its functionality and completeness. You will be charged for lost or missing parts, excess use or wear upon return and your obligation ends only after the order has been checked in and confirmed perfect by our technician.

**Pick-up and Return Times** Generally, equipment pick-up's begin at 3:00 PM prior to the use day and must be returned by 10:00 AM the day after use to avoid being billed for another day. Prior arrangements can be made for different times but must appear on the invoice as noted by our technician.

**Cancellations** A minimum of 24 hours notice must be given if you are to cancel your scheduled rental order. You will be charged a minimum of 50% up to a maximum of 100% of the rental fee depending on the equipment reserved and not picked up. Equipment we sub-rented for your order (from another dealer) that we do not own is billed at 100%. The credit card you have on file will used for that purpose. By signing this Agreement you are aware that you will be charged if you do not pick-up your order and agree to this policy and paying the cancellation fee.

X \_\_\_\_\_ Dated \_\_\_\_\_

I have read, understand and agree to be legally bound by the Rental Procedures and Agreement as shown above.