

**SONY  
PICTURES**

**Property Department**  
Phone: (310) 244-5999  
Fax: (310) 244-0999

**Sony Pictures Studios  
Property and Wardrobe Departments**

# Project Information Sheet

**Costume Department**  
Phone: (310) 244-5995  
Fax: (310) 244-1995

5933 West Slauson Avenue  
Culver City, CA 90230  
6:30am – 5:00pm Weekdays

PRODUCTION COMPANY \_\_\_\_\_

SHOW TITLE \_\_\_\_\_

JOB # \_\_\_\_\_

BILLING

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

- Feature
- Television
- Pilot
- Theatrical
- Commercial
- Webisode
- Video
- Student/Other

## RENTAL CONTACT INFORMATION - *Mandatory*

Your Name/Position:

PHONE

E-MAIL

Your Name/Position:	PHONE	E-MAIL
Production Accountant		
Designer		
Decorator/Costumer		
Costumer/Lead Person		

### METHOD OF PAYMENT

Sony Account  # \_\_\_\_\_

Check

Credit Card

Is a purchase order required for this production: Yes  PO # \_\_\_\_\_ No

**Production Dates:** \_\_\_\_\_ / \_\_\_\_\_  
ANTICIPATED RENTAL RETURN

### DO NOT WRITE BELOW LINE – PROPERTY USE ONLY

NOTES: \_\_\_\_\_

\_\_\_\_\_ In House

\_\_\_\_\_ 3<sup>rd</sup> Party

\_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_ Insurance: \_\_\_\_\_

\_\_\_\_\_  
*Department Rep. (please print)*

\_\_\_\_\_  
*Expiration Date*



**Sony Pictures Studios  
Property and Wardrobe Departments**

**RENTAL AGREEMENT**

Lessee, as set forth below, and Sony Pictures Studios ("Studio") hereby agree as follows:

1. Studio rents to Lessee the equipment and properties (the "Equipment") at the rates ("Rental Rates") listed on the reverse hereof or separate documentation.
2. Lessee agrees to use the Equipment only for the purpose for which it is designed and in a careful and prudent manner such as will not cause any injury or damage to the Equipment, other than reasonable wear and tear, or to any person or property.
3. Lessee acknowledges that it has inspected the Equipment, that the same is now in good repair, mechanical condition and working order, and that Sony Pictures Studios makes no warranty whatsoever in connection therewith. Upon the expiration of the rental period specified herein and/or in any associated rental documentation, Lessee shall return the Equipment to Studio in the same condition as received, reasonable wear and tear excepted.
4. Lessee agrees that if the Equipment shall be returned to Studio in need of repair, Lessee shall promptly pay to Studio the cost of such repair. If any Equipment is damaged beyond reasonable repair, lost by whatever means or destroyed, Lessee shall promptly pay, reimburse and/or indemnify Studio for all amounts set forth in this agreement and associated documentation under the columnar heading "Replacement Price," without allowance for depreciation or obsolescence.
5. Lessee shall indemnify and hold Studio harmless from any loss and damage which it may suffer, incur or which results from and by reason of Lessee's use of the Equipment, including but not limited to, the loss thereof or any damage thereto. Lessee agrees to obtain and furnish to Studio, upon request, satisfactory evidence of such insurance as Studio may reasonably require. If any legal action is necessary to enforce the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.
6. The Rental Rates set forth in this Rental Agreement are based upon Lessee's initial estimate of the equipment required to service its needs. It is agreed and understood by Lessee that if Lessee's requirements subsequently increase beyond those originally estimated, additional rental charges will be paid by Lessee. Such additional rental charges will also be based on the fair value of the property rented and the time period for which such equipment is needed.
7. Each party's sole remedy for a breach by the other party of any of its obligations hereunder shall be an action at law for damages, it being agreed that in no event shall either party or its successors and assigns, or any other party now or hereafter having an interest in the Equipment seek or be entitled to injunctive or other equitable relief for breach of any obligations under this Agreement. In no event shall either party be liable to the other party for any indirect, special, incidental, consequential, non-contractual or punitive damages, including loss of profit or goodwill, for any matter arising out of or relating to this Rental Agreement, whether such liability is asserted on the basis of contract, tort or otherwise, even if such party has been advised of the possibility of such damages.

Lessee/Production Company Name or School Affiliation: \_\_\_\_\_

Lessee Authorized Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Production Name (if applicable): \_\_\_\_\_

**FOR PURCHASE ORDER CHARGE ACCOUNTS ONLY**

**SONY PICTURES ENTERTAINMENT, INC. CREDIT DEPARTMENT – MYRNA LOY BUILDING  
10202 W. WASHINGTON BLVD. CULVER CITY, CA 90232-3195  
Telephone 310-244-4000 - Facsimile 310-244-0469**

**Billing Details:**

Project Name/Title: \_\_\_\_\_ Season Number, if applicable \_\_\_\_ Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Accounts Payable Contact Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Company Information:**

Responsible Company/Legal Name: \_\_\_\_\_

Company Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

**Company Profile**

Check One:  Corporation  Proprietorship  Partnership  LLC Other \_\_\_\_\_

Date Started: \_\_\_\_\_ Line of Business \_\_\_\_\_

PROJECT ESTIMATED AMOUNT (must be filled out): \$ \_\_\_\_\_

Name of Sony Entity/Department that solicited this application: \_\_\_\_\_

**TERMS AND CONDITIONS:**

**All payments are to be mailed to:**

**Sony Pictures**

**Bank of America File #54715**

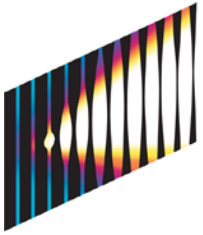
**Los Angeles, CA 90074-4715**

The undersigned agrees to pay all invoices within Sony Pictures Entertainment's (SPE) standard terms of Net 30 days. All past due invoices are subject to collection and/or legal action if any sum is not paid on or before the subject due date thereof. The prevailing party will be reimbursed for reasonable attorney's fees and costs of collection on any past due bill, regardless of whether judicial action is undertaken. The undersigned agrees that jurisdiction and venue for any dispute under this contract are proper in Los Angeles County, State of California. If required, the undersigned agrees to supply SPE, on a confidential basis, full disclosure of financial condition (Financial Statements).

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatory hereby AUTHORIZES and REQUESTS SPE to consider this application for the purpose of extending credit.**

**\*\*PO required with every new service ordered\*\***



**SONY  
PICTURES**

**FOR CREDIT CARD ACCOUNTS ONLY  
CREDIT CHARGE FORM**

Date: \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Amount to Charge: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Authorized Signers: \_\_\_\_\_

Reference Invoice Number or details of payment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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# SONY PICTURES STUDIOS PROP AND COSTUME RENTALS ON THE WESTSIDE

## Property Department

(310) 244-5999

[property@spe.sony.com](mailto:property@spe.sony.com)

@SonyPicturesProperty on  
[Facebook](#) and [Instagram](#)

## Costume Department

(310) 244-5995

[costumes@spe.sony.com](mailto:costumes@spe.sony.com)

@SonyPicturesCostumes on  
[Facebook](#) and [Instagram](#)

[www.sonypicturesprops.com](http://www.sonypicturesprops.com)

*Convenient westside location. Well-organized 80,000 square foot warehouse. Friendly staff. New stock arriving daily.*

### **Prop & Costume Rentals:**

5933 West Slauson Avenue  
Culver City, CA 90230

WAREHOUSE HOURS:

6:30am – 5:00pm Weekdays

### **Studio Lot Tailor Shop:**

10202 West Washington Blvd.  
Culver City, CA 90232

AVAILABLE BY APPOINTMENT:

8:00am-4:30pm Weekdays

Call (310) 244-7281





## Sony Pictures Studios Property and Wardrobe Departments

### Pick Up & Drop Off Rules For Renters/Lessees of Equipment

#### NEW ACCOUNTS

- All productions must provide completed paperwork, a form of payment and a certificate of insurance before picking up rental items.
- Unless your production is opening a charge account and will be using Purchase Orders, the warehouse accepts ONLY major credit cards including Visa, MasterCard and American Express. We do not accept Discover, other types of credit cards or cash.
- Credit rentals may be subject to an authorized deposit. There will be a hold (not a charge) placed on the card on file to verify funds.
- If the credit card on file does not belong to the individual checking out the rental items, that individual must be authorized on file by the credit card holder, or must bring the proper ID (i.e. driver's license) of the credit card holder and a written statement authorizing use of the card on file with the account.

#### RENTAL ETIQUETTE

- Please be sure you have completed your New Project Information Sheet and Credit Card authorization forms and that you have been set up as a client **before** occupying a loading bay and pulling any items.
- Please do not pull any items into the staging area until your truck or vehicle is in the loading bay.
- Do not shop for furniture while your truck or vehicle is occupying the loading dock. Bays are for active loading and unloading only.
- After completing your pick up and relocating your vehicle, be sure to take your paperwork to the accounting office and run your credit card for the first week of rental.

#### STUDENT RENTALS

- Students must present a student ID or letter from affiliated school to receive a discount.
- Property and Set Dressing Student pick up and drop off hours are limited to Monday through Thursday, 7:00AM to 4:00PM. No Student pick up and drop off on Fridays. No Exceptions.
- Students will have approximately 15 minutes time in the loading bay area to accommodate for waiting productions behind you. Please be familiar with where in the warehouse your pick-up items are located before arriving.

#### RENTAL RETURNS AND FEES

- When returning your items for drop off, bring your paperwork with you to expedite check in.
- The payment account on file will be **charged for any Loss and Damage to rented items**. Trades for replacement items of comparable value may be negotiated with department manager.
- All rented costume items must be **returned dry cleaned on hangers**. The payment account on file will be charged a dry-cleaning fee if items are returned dirty or wrinkled.
- Standard rentals are for a period of 7 days for Property and 14 days for Costumes, with day 1 being the day of rental pick up. **Items not returned before the end of the first billing cycle will incur an extended rental charge**. The extended charge will be 50% of the first billing cycle's price and will continue into each subsequent cycle until the items are returned or reported lost or damaged.