


Welcome to Sony Pictures Studios

Costume Rentals



Welcome to the Sony Pictures Studios Costume Departments, if you are already familiar with our facilities, you know that we have been offering our services since 1924. That's more than 75 years of experience!

We are a leading rental house in the entertainment industry. Our friendly and knowledgeable staff will work hand in hand with your crew to provide you with all the costumes you need to complete your production – from head to toe we are with you all the way.

The attached paperwork is designed to allow your crew a speedy check-out. Please return completed forms as per the below contact information.

All productions must have a current **Certificate of Insurance** on file with Sony Pictures Studios before checking out any rental items. Please see the attached form for details.

For those clients who would like to set up a Sony Credit Line, please complete the attached **Credit Application** and return with this packet. A deposit is not required for those clients who have an established credit line.

WE ACCEPT VISA, MASTERCARD AND AMERICAN EXPRESS FOR PAYMENT.

If a credit card deposit is required, you will be notified. A required deposit amount is held against the credit card until all items are returned. If the credit card does not belong to the individual checking out the item(s), he/she must bring the proper ID (i.e. driver's license) of the credit card holder and a written statement authorizing the use of his or her card. The card holder must sign the attached **Costume Rental Agreement** form in advance of rental.

We look forward to working with your production.

Costume Department
property@spe.sony.com
Phone: 310-244-5995
Fax: 310-244-1995

Warehouse Hours
6:30 a.m. – 5:00 p.m.

Costume Rental Warehouse
5933 W. Slauson Avenue
Culver City, CA 90230

Project Information Sheet

PRODUCTION COMPANY	SHOW TITLE	JOB #
BILLING ADDRESS: _____		PHONE: _____
_____		FAX: _____
_____		FEATURE <input type="checkbox"/>
_____		TELEVISION <input type="checkbox"/>
_____		PILOT <input type="checkbox"/>
_____		THEATRICAL <input type="checkbox"/>
_____		COMMERCIAL <input type="checkbox"/>
_____		WEBISODE <input type="checkbox"/>
DATE: _____		VIDEO <input type="checkbox"/>
		STUDENT/OTHER <input type="checkbox"/>

RENTAL CONTACT INFORMATION - MANDATORY

YOUR NAME/POSITION:	PHONE:	E-MAIL:
<i>PRODUCTION ACCOUNTANT</i>		
<i>COSTUME COORDINATOR</i>		
<i>COSTUME DESIGNER</i>		
<i>ASST COSTUME DESIGNER</i>		
<i>COSTUMER</i>		
<i>COSTUMER</i>		

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 <input type="checkbox"/>
_____	3RD PARTY <input type="checkbox"/>
_____	SCHOOL: _____
Property Rep (Please Print): _____	INSURANCE: _____
	EXPIRATION DATE



Costume Rental Agreement

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

1. Studio rents to Lessee the materials, equipment and properties (collectively, the "Rented Items") at the rates ("Rental Rates") listed on the attached order form(s) or separate documentation.
2. Lessee agrees to use the Rented Items 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 Rented Items, other than reasonable wear and tear, or to any person or property.
3. Lessee acknowledges that the Rented Items are acceptable to Lessee in its leased condition, "AS IS". Studio makes no representation or warranty of any kind, manner or description, express or implied, with regard to the Rented Items, including any warranty of merchantability, non-infringement or fitness for a particular purpose.
4. Lessee agrees that if the Rented Items shall be returned to Studio in need of repair, Lessee shall promptly pay to Studio the cost of such repair. If any Rented Items are 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, hold harmless and defend Studio, its affiliates and their respective officers from and against any loss, damages, liabilities and costs which results from and by reason of Lessee's use of and/or access to the Rented Items, including but not limited to, the loss thereof or any damage thereto. Lessee shall, at its own expense, procure and maintain the insurance coverage specified in Schedule A, attached hereto. Lessee agrees to obtain and furnish to Studio, upon request, satisfactory evidence of such insurance as Studio may reasonably require.
6. The Rental Rates set forth in this Rental Agreement are based upon Lessee's initial estimate of the Rented Items 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 Rented Items are needed.
7. Lessee acknowledges that the use of the Rented Items or portions thereof may require additional consents or licenses and it shall be Lessee's sole responsibility to secure all additional consents, licenses and permissions as may be necessary for the use of the Rented Items. Accordingly, Lessee undertakes that as a condition for the use of the Rented Items or portion thereof, Lessee will, at its sole cost and expense, obtain all consents and licenses and other permissions which may be required from such third parties, persons, publishers, guilds or unions whose consents, licenses or permissions are so required.
8. Studio acknowledges and agrees that it does not acquire any rights whatsoever to Lessee's work or business under or through this agreement or from Lessee's use of the Rented Items hereunder. Lessee shall own all rights in an to all work and material made, recorded and/or developed with the Rented Items hereunder ("Lessee's Results"), including but not limited to the right to exhibit, perform and exploit the same in all media by any method, format or means now known or hereafter devised, and to use all of the forgoing in advertising, publicity and/or promotion, or other exploitation of Lessee's Results.

9. Each party's sole and exclusive remedy in connection with the other party's breach of this Agreement or any term hereof, shall be an action at law for damages and each party irrevocably and expressly waives any right to seek and/or obtain rescission and/or equitable and/or injunctive relief in connection with this Agreement (or breach or alleged breach hereof). Notwithstanding anything to the contrary herein, neither party shall 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 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.
10. Lessee acknowledges that entering Studio's premises may result in exposure to chemicals including lead compounds, which are known to the State of California to cause cancer and birth defects or other reproductive harm. Lessee is responsible for complying with California Proposition 65 and shall indemnify and hold harmless Studio from and against any claims, damages, or liabilities suffered by Studio as a result of Lessee's failure to comply with Proposition 65.
11. This Agreement shall be construed and enforced in accordance with the internal substantive law (and not the law of conflicts of law) of the State of California. All disputes relating to this Agreement shall be submitted to JAMS for arbitration in Los Angeles County, California. Any arbitration shall be held at the earliest reasonable date and conducted by a single arbitrator, to be mutually agreed upon by the parties as soon as reasonably practicable and in any event within 30 days of notice of arbitration. JAMS shall appoint the arbitrator if the parties are unable to timely agree upon an arbitrator. The parties shall be entitled to conduct only such discovery that the arbitrator determines is reasonable under the circumstances. The arbitrator shall issue a statement of decision setting forth the basis for the award. All arbitration proceedings shall be closed to the public and confidential, except as necessary to obtain court confirmation of the arbitration award. The arbitrator shall have the power to enter temporary restraining orders and preliminary and permanent injunctive relief and to allocate costs and attorney's fees as equitable under the circumstances. The parties hereby submit to the jurisdiction of the Federal and State Courts in the city of Los Angeles, California for the enforcement of any arbitration award and any order for preliminary or permanent injunctive relief, or in any other court having jurisdiction over the parties. The foregoing shall not preclude any party hereto from seeking enforcement outside California of any order or judgment rendered by any California court. Notwithstanding the foregoing, process may also be served in any other manner allowed by law. Notwithstanding anything to the contrary herein, each party hereby irrevocably waives any right or remedy to seek and/or obtain injunctive or other equitable relief or any order with respect to, and/or to enjoin or restrain or otherwise impair in any manner, the production, distribution, exhibition or other exploitation of any motion picture, production or project related to the other party, its parents, subsidiaries and affiliates, or the use, publication or dissemination of any advertising in connection with such motion picture, production or project.

AGREED AND ACKNOWLEDGED:

Signature: _____

Lessee Authorized Representative: _____

Production Company Name or School Affiliation: _____

Production Name: _____

Date: _____



Standard Insurance Requirements

For Renter/Lessee of Equipment

Sony Pictures Studios Inc. requires a Certificate of Insurance from all outside parties renting materials, equipment or property. The Certificate should reflect the following insurance coverages requirements:

- Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
- All Risk Property Insurance on Miscellaneous Equipment, Props, Sets, Wardrobe and/or any other property rented/leased by Lessee: Lessee's policy must cover and state that coverage is written on a 100% replacement cost value for the equipment.
- Sony Pictures Studios Inc., its parent, all subsidiaries, corporations and affiliated companies shall be included as an additional insured on liability and loss payee on property insurance.
- A thirty (30) day written Notice of Cancellation
- Lessee's insurance is primary and any insurance maintained by certificate holder is non-contributing to any of the insurance of Lessee's.

ALL OF THE ABOVE REQUIREMENTS MUST BE ON THE CERTIFICATE OF INSURANCE IN ORDER TO BE APPROVED.

CERTIFICATE HOLDER:
Sony Pictures Studios Inc.
10202 W. Washington Blvd.
Culver City, CA 90232
Attn: Risk Management

Send Certificate to:

Sony Pictures Studios
Barrymore Basement
ATTN: Fred Croci
10202 W. Washington Blvd.
Culver City, CA 90230
Phone: (310) 244-2781
FAX: (310) 244-0097

Credit Charge Form

For Credit Card Accounts Only

Date: _____ Type of Credit Card: _____

Credit Card #: _____

Exp. Date: _____ Amount to Charge: _____

Card Holder's Name: _____

Authorized Signers: _____

Name of Additional Person(s) Authorized to Sign (if Different from Cardholder)

Reference Invoice Number or details of payment:

Signature/Title: _____

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

For Purchase Order Accounts Only

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 Inc. (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****



Pick Up & Drop Off Rules

For Renters/Lesseees of Equipment

NEW ACCOUNTS

- All productions must provide completed paperwork, a form of payment and a certificate of insurance before picking up rental items.
- The warehouse accepts all major credit cards including Visa, MasterCard and American Express. We do not accept Discover credit cards.
- 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.

STUDENT RENTALS

- Students must present a student ID or letter from affiliated school to receive a student discount.
- 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 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.

Costume Rentals

On the Westside

Sony Pictures Costume Department

(310) 244-5995

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

Costume Rentals:

5933 West Slauson Avenue
Culver City, CA 90232

Warehouse Hours:

6:30am – 5:00pm Weekdays

