



5933 W. Slauson Avenue
 Culver City, CA 90230
 (310) 244-5995 Fax: (310) 244-1995
 Hours: 6:30 am to 5:00 pm M-F

Costume Department

Project Information Sheet

PRODUCTION COMPANY _____ SHOW TITLE _____ JOB # _____

BILLING ADDRESS: _____ PHONE: _____

 _____ FAX: _____

DATE: _____

Television
 Feature
 Pilot
 Commercial
 Theatrical
 Other

RENTAL CONTACT INFORMATION - Mandatory

NAME	PHONE	FAX	PAGER	CELL	E-MAIL
Your Name					
Prod. Accountant					
Costume Designer					
Costumer					

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 – COSTUME DEPT. USE ONLY

NOTES: _____

In-House
 3rd Party

Costume Rep. (please print)

INSURANCE _____
EXPIRATION DATE

**Standard Insurance Requirements
For Rentees/Lessees of Equipment**

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

Commercial General Liability - \$1,000,000. per occurrence
 \$1,000,000. aggregate

All Risk Property Insurance on Miscellaneous Equipment, Props, Sets, Wardrobe and/or any other property rented/leased by Rentee/Lessee. Rentee's/Lessee's Policy must cover and state that coverage is written on a replacement cost value for the equipment.

Sony Pictures Entertainment 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

Rentee's/Lessee's insurance is primary and any insurance maintained by SPE is non-contributing to any of the insurance of the Rentee's/Lessee's.

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

CERTIFICATE HOLDER:

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

Send Certificate to:

Sony Pictures Entertainment Inc.
Costume Department
ATTN: Nick Pollack
5933 W. Slauson Avenue
Culver City, CA 90230
Phone: (310) 244-7260
FAX: (310) 244-1408

SONY PICTURES ENTERTAINMENT, INC.

CREDIT DEPARTMENT – CAPRA SUITE 1001

10202 W. WASHINGTON BLVD.

CULVER CITY, CA 90232-3195

Telephone 310/244-7894 - Facsimile 310/244-0469

Exact Legal Name of Business: _____ Date: _____

D/B/A: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Federal ID#: _____ SSN (if sole proprietor) _____

Accounts Payable Contact: _____ Phone: _____

COMPANY PROFILE

Check One: Corporation Proprietorship Partnership LLC Other

Date Started: _____ Line of Business: _____

Annual Sales \$ _____ Net Worth \$ _____ #of Employees _____

AMOUNT OF CREDIT LINE REQUESTED (must be filled out): \$ _____

Name of Sony Entity/Department that solicited this application: _____

PRINCIPALS/OFFICERS OR PARTNERS

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

BANK REFERENCES

Name: _____ Branch: _____

Address: _____ Account #: _____

Check One: Commercial Checking Personal Checking Savings Commercial Loan Personal Loan

Name: _____ Branch: _____

Address: _____ Account #: _____

Check One: Commercial Checking Personal Checking Savings Commercial Loan Personal Loan

CREDIT (TRADE) REFERENCES

Name: _____ Phone #: _____

Address: _____

Account #: _____ Credit Line \$ _____

Name: _____ Phone #: _____

Address: _____

Account #: _____ Credit Line\$ _____

Name: _____ Phone #: _____

Address: _____

Account #: _____ Credit Line\$ _____

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: _____

Date: _____

Title: _____

Signatory hereby AUTHORIZES and REQUESTS SPE to consider this application for the purpose of extending credit and authorizes the references listed on this application to provide all information requested in conjunction with this application



Sony Pictures Studios
Wardrobe Department

TERMS AND CONDITIONS

Lessee and Sony Pictures Studios hereby agree as follows:

- 1. Sony Pictures Studios rents to Lessee the equipment and properties listed on the reverse hereof, as therein specified, (hereafter referred to as the "Equipment").
- 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. Upon the expiration of the rental period specified above hereof, Lessee shall return the Equipment to Sony Pictures Studios in the same condition, reasonable wear and tear excepted, as it was in when received by Lessee from Sony Pictures Studios.
- 4. 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. Lessee agrees that if the Equipment shall be returned to Sony Pictures Studios in need of repair, Lessee shall pay to Sony Pictures Studios the cost of such repair. Should Equipment be damaged beyond reasonable repair, lost by whatever means, or destroyed, Lessee shall promptly pay and indemnify Sony Pictures Studios in the full amount of the sum(s) set forth in this agreement under the columnar heading "Replacement Price" without allowance for depreciation or obsolescence.
- 5. We shall indemnify and hold Sony Pictures Studios 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. In connection therewith Lessee agrees to obtain and furnish, Sony Pictures Studios, if it shall request the same, satisfactory evidence of such insurance as Sony Pictures Studios 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. Rental price set forth in this agreement is based on Lessee's initial estimate of the equipment required to service its needs. It is agreed and understood by Lessee that should its 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. Please Note: If card holder will not be present to sign credit card slip, please list names of authorized signers.

Auth. Signers: _____

Name: _____

Production Name: _____

Credit Card # _____

Expiration Date: _____

Credit Card Type: _____

Production Co. / School Affiliation

CREDIT CARD USE ONLY

"Should aforementioned rental fall into extended chargeable weeks, I, _____ authorize SONY PICTURES STUDIOS, WARDROBE DEPARTMENT to charge additional rental fees to the credit card account that I have provided upon initial check out."

***Card Owner, Must Sign Name

Date