

Sony Wardrobe Department Student Pick-up & Return Rules

Please read and familiarize yourself with these rules before your first pick-up.

- Please remember that student pick-up and returns hours are limited to **Monday through Friday, 6:30AM – 4:30PM. No Exceptions.**
- Please be sure you have completed the student information and credit card authorization forms and have been entered into the computer system before occupying a loading bay and pulling a
- When making your returns, bring your paperwork from the pick up to expedite check in. You are required to have your items dry cleaned before they are returned. If you want us to handle the dry cleaning there will be an additional charge.
- Your cooperation in complying with these rules will make your experience here at the Wardrobe Warehouse more enjoyable and efficient for yourself as well as the others who are here for their wardrobe needs.

Thank you for your cooperation. Sony Wardrobe Dept. Management



Sony Pictures Wardrobe Department

5300 Alla Road, Los Angeles, CA 90066

(310) 244-5995 Fax: (310) 244-1995

www.sonypicturesstudios.com

Student Information Form

PROJECT NAME *(Please Print)*

PRODUCTION DATES

YOUR NAME *(Please Print)*

SCHOOL AFFILIATION

ADDRESS:

PHONE NUMBER

FAX NUMBER

NOTES:

STUDENT HOURS: 6:30am - 4:30pm
Monday - Friday

Students must provide a student authorization form, credit card and drivers license.

TODAY'S DATE

SONY REP *(Please Print)*



PLEASE NOTE: We accept cash, personal checks and all major credit cards for rentals (*minimum \$25 order for credit cards*). The rental rate is 10% of the item value, per week. **All deposits must be placed on a credit card.** The deposit is 100% of the value of the item. This 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 (ie driver's license) of the credit card holder and a written statement authorizing the use of his or her card. A signed Terms and Conditions form must accompany this form.



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, PROPERTY 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