

# Sony Pictures Studios Property Department

Welcome to the Sony Pictures Studios Property Department. 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 the leading property 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 property pieces, hand props, fixtures and window dressings you need to complete your set – **from floor to ceiling we're with you all the way.**

The attached paperwork is designed to allow your crew a speedy check-out. Please complete the forms and FAX back to **(310) 244-0999**.

All productions must have a current Certificate of Insurance on file with Sony Pictures Studios in order to check out property pieces. Please see the attached form for details.

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

We accept cash, personal checks and all major credit cards for rentals (*minimum \$25 order for credit cards*). The rental rate is 15% of the item value for the first week and 7.5% each week thereafter. **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 (i.e. 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.

5933 W. Slauson Avenue  
Culver City, CA 90230  
(310) 244-5999  
FAX (310) 244-0999

HOURS:  
6:00am – 5:00pm  
Monday – Friday

visit our website at:  
[www.sonypicturesstudios.com](http://www.sonypicturesstudios.com)





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# Project Information Sheet

Sony Pictures Property Department

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

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

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

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

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

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

- Television
- Feature
- Pilot
- Commercial
- Theatrical
- Other

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

**RENTAL CONTACT INFORMATION - Mandatory**

NAME	PHONE	FAX	PAGER	CEL	E-MAIL
Your Name					
Prod. Accountant					
Set Decorator					
Prop Master or 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

INSURANCE \_\_\_\_\_  
EXPIRATION DATE

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

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

Sony Pictures Entertainment, Inc. requires a Certificate of Insurance from all outside parties renting equipment, 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

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Send Certificate to:

Sony Pictures Entertainment Inc.  
Property Department  
ATTN: Frank Simpson  
5933 W. Slauson Avenue  
Culver City, CA 90230  
Phone: (310) 244-5999  
FAX: (310) 244-0999





Sony Pictures Studios  
Property 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.

Persons Auth. To Sign On Card: \_\_\_\_\_

Name: \_\_\_\_\_

Production Name: \_\_\_\_\_

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

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

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