


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
Costumes@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"/>
		VIDEO <input type="checkbox"/>
DATE: _____		STUDENT/OTHER <input type="checkbox"/>

RENTAL CONTACT INFORMATION - MANDATORY

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: _____ / _____
EXPECTED WRAP DATE

DO NOT WRITE BELOW LINE – PROPERTY USE ONLY

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

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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 the 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****

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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.
- 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



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