

RENTAL APPLICATION / RENTAL GUIDELINES

REQUIRED PAPERWORK & PROCEDURES FOR RENTALS OF CAMERAS, LIGHTS, GRIP EQUIPMENT & VEHICLES *

1. **Paperwork:** For new rentals, a Rental Application (All Sections) must be completed in its entirety, and all documents signed. As part of the Credit Card Authorization Form, you will also need to provide your driver's license, or passport, and a major credit card (not a debit card) front and back.
2. **Holding Equipment:** TEXCAM will be glad to hold equipment for your upcoming shoot, giving you right of first refusal; however, you must provide a reliable phone number so that we may reach out to you in the event of a double booking on gear that you have on hold. We will make one attempt during business hours to call, and if you do not answer (or return our call immediately), we will cancel your hold and proceed with the alternate booking.
3. **Prep:** Gear will be made available for prep the day before your shoot.
4. **Pick Up:** Gear may be picked up the day before your shoot between the hours of 3:00 PM and 5:00 PM.
5. **Equipment Returns:** Gear must be delivered back to TEXCAM the day after your shoot, by 10:30 AM. Additional charges may apply for late arrivals, as we may need to roll the gear out on another job or return sub-rental equipment.
6. **HOOP & After Hours:** Normal operating hours are 8:30 AM to 5:30 PM, Monday thru Friday. If you need to pick up or return gear after hours, arrangements can be made in advance for a nominal fee; usually, a cash payment to whomever opens (receipts can be produced upon request).
7. **Payment:** Payment is due upon receipt of gear.
8. **Additional Costs:** Any addition costs accrued from the rental job (i.e., extra equipment or expendables during production, or mileage), must be reconciled in-full upon check-in.
9. **Insurance Coverage:** Insurance must be provided if your equipment replacement cost exceeds \$50,000.00. We require a Certificate naming TEXCAM, INC. as "Additional Insured," and "Loss Payee" (refer to TEXCAM'S Insurance Requirements and Sample Certificate of Liability Insurance for full details).

If you do not possess insurance coverage, a nonrefundable Damage/Loss Waiver Fee is available; the cost is 20% of the rental total, and limits your liability to our deductible, \$5,000.00. This Waiver Fee does NOT release you of your rental responsibilities but is ancillary to TEXCAM'S own policy, which allows customers to submit to TEXCAM'S Rentee's Custody Policy.
10. **Cancellation:** Cancellation of scheduled gear rental within 24 hours of prep may result in cancellation charges.