

WOODEN NICKEL LIGHTING INC.
6920 TUJUNGA AVE. NORTH HOLLYWOOD, CA. 91605
Ph. 818-761-9662 rentals@woodennickellighting.com

This is how to Rent from Wooden Nickel Lighting.
Print this for future reference if you like:

- From your Lighting Director get a prepared list of your desired equipment and be very specific with quantities and items.
- Email rentals@woodennickellighting.com with your Name (Your name will be what we call the “First Contact” and your name will be what is our reference for the rental), Phone Number, Email Address, Pickup date, Return Date and List of your Equipment. If this is a Student Production for a **class required project**, please mention this so we can give the Student discount. **(Note: Student discount requests must be submitted at least 1 day before pickup)**
- We will prepare a quote and email it back to you. This could be quick or this could take up to several days depending how far in advance your project is. If urgent please call and ask to move it forward.
- Review the list carefully for quantities and items requested. Do not assume anything, **if it is not correct on the quote we sent you, it will not be on your order.** Sometimes there are misinterpretation issues and sometimes we mistype.
- If there are changes please email them. The best way is to make 2 lists. One list of what is dropped, one list of what is added. It is hard when you send a whole new list, then we have to try and figure out what has changed.
- After you review the quote and all is as you expected, email us to give us “It’s A Go”. Please do not confirm that “It’s A Go”, if you will be making any changes. We do not confirm more than 7 days in advance. It is best to confirm 2 to 5 days before your rental. We are aware that things change; as soon as you are aware of changes, please let us know. **It will slow your checkout procedure immensely if you arrive and make changes.** Prior to your “It’s A Go” confirmation, we may be emailing or calling to see if things are moving forward. Once you have given us the “It’s a Go” we will not be contacting you. When we are given the “It’s A Go” we will prepare the order.
- If we do not have your Insurance or Credit Card Authorization Form on file please forward these to us. On our website homepage we have a Sample Insurance Cert for review and PDF of our Credit Card Authorization form.
- The person picking up will need a picture ID. We will need a Credit Card Authorization Form (This serves as your Loss and Damage Deposit) on file. This can be done on arrival

if we do not already have it. You will need a signed rental agreement if we do not have one already on file.

- The person picking up will do a detailed inventory of each item and will initial for each item received. It is the **RESPONSIBILITY OF THE LESSEE** to verify quantities and the condition of the equipment before leaving the premises. By initialing and signing the checkout sheet, you agree that the quantities are correct, and the equipment is in good working order. **YOU WILL BE LIABLE FOR ANY MISSING OR DAMAGED EQUIPMENT.** If you need help with the inventory, please ask and we will assist you. If you notice missing items or damage to the equipment once you arrive on the set, you must notify us immediately. If it is outside of business hours, please email us with what the issue is, and we will put a copy with the file. We will take this into consideration when evaluating the unit. If you leave an item here by mistake, you will not be refunded the rental price. The equipment must be returned in the condition received, less normal wear and tear. Pay special attention if working in desert, beach, dirty or wet conditions as a cleaning fee may apply if equipment is returned dirty. You are given no written instructions on the operation of this equipment. Ask if you need instructions. You will not be issued a refund because of your inability to operate the equipment.
- We will need payment by pickup unless you are an account with us. Unless instructed differently we will charge your card on file before pickup. Credit card charges are 4% more than Cash price, Debit card, Check or Zelle.
- When you return your equipment, you have the option of waiting for us to check it in (you must tell this when you are dropping) or drop it off and we will contact you when the order is all checked in. By just dropping it off, does not mean that the order is completely returned, an inventory must be performed. If you choose to have us check it in while you wait, please be aware that this could take a good amount of time depending on the size of the order. If you wish to drop it off and not wait, please be aware that check in sometimes takes several days, depending on how many returns we have and how large your order is. We go as fast as we can and do the best we can. Please be patient. If there is anything missing or damaged, we will send you a detailed list by email. You will have 7 days to return the missing items or pay for the damaged items. If the rental missing or damaged is not settled within 7 days, then we will charge the card on file for this rental
- **Thank you for considering Wooden Nickel Lighting, Inc. for your Lighting rental needs**
- **RENTAL INFORMATION - THIS IS THE STUFF NOBODY READS**
- **BUSINESS HOURS:** Hours: Monday to Friday, 9:00AM to 5:00PM, Closed Saturday and Sunday by appointment only. (Opening and/or over time charges may apply).

- **RENTAL RATES:** Prices listed on the website represent a one day rental rate. Items are rented at a 2 day weekly rate. Prices subject to change at any time. Prices listed are the cash price (Cash, Check, Debit card (with pin entered) and Zelle). If paying with Credit card a 4% fee will be added.
- **DISCOUNTS:** Discounted packages, weekly or monthly discounted rates are Possibly available depending on size and length of rental. Students (for a class required project) discounts of 25% off are available. See details on website home page
- **PICKUP AND RETURN:** The renter can pick up equipment after 9:00AM unless other arrangements have been made. Return of equipment must be before 4:00PM, unless other arrangements have been made. **PLEASE NOTE: A \$75.00 PER 1/2 HOUR OVERTIME CHARGE** for customers arriving after 5:00 PM Closing time for pick ups or returns.
- **INSURANCE:** If you have insurance read on. See a Sample Insurance Certificate on our homepage. If you have no insurance, see below.
- **GENERAL LIABILITY:** We require a minimum One Million dollars of coverage. WOODEN NICKEL LIGHTING INC. must be named as "additionally insured".
- **MISC EQUIPMENT INSURANCE:** You must supply replacement coverage insurance for the minimum full value of the equipment rented and name WOODEN NICKEL LIGHTING INC. as "loss payee". The party "named insured" on the insurance certificate is the party renting the equipment.
- **IF YOU HAVE NO INSURANCE:**
Wooden Nickel offers the following for rentals that have an insurance value of less than \$20,000.
YOU MUST HAVE EQUIPMENT INSURANCE FOR - Grip and Lighting packages valued over 20,000.
YOU MUST HAVE LIABILITY INSURANCE FOR Electrical Panel Tie In Equipment, Car Mounting Equipment, Scaffolding or Overheads larger than 20 x 20.
- **COST FOR HAVING NO INSURANCE;** The cost for no Liability is 10% of the total base rental cost. The Cost for no Equipment coverage is 20% of the total base rental cost.
- **YOU ARE NOT BUYING INSURANCE FROM WOODEN NICKEL.** Just a note about the insurance waiver fee. We do not sell insurance, for small rentals (Replacement value at 20,000.00 or less) we waive our insurance requirements for an additional rental fee. The renter will have no insurance from Wooden Nickel Lighting, Inc. for loss, damage or lawsuit. The renter takes full 100% responsibility for the equipment. If

anything were to be lost, stolen or damaged, the renter is 100% responsible for the replacement or repair cost. If the renter is sued, you will have no Liability insurance coverage. Just wanted to be clear on that. If you are uneasy about not having any insurance coverage, there are many companies that sell short term insurance. You might try www.athosinsurance.com (Athos Insurance Services). The policy will be in your name and they issue certificates to your vendors.

- **PAYMENT AND RENTAL DEPOSIT:** Payment is in advance unless other arrangements have been made. For the Base cash price - Cash, Debit card (with Pin Number entered), Check (with Wooden Nickel Approval) or Zelle. Credit Card will have a 4% added fee added.
- **LIABILITY:** Wooden Nickel Lighting and Camera is not responsible for any liabilities, claims, costs or expenses arising out of the use or possession of its equipment. We offer and encourage you to inspect and test the equipment at our facility before picking up of equipment.
- **DAMAGED EQUIPMENT:** All equipment is rented in good condition and is to be returned in good condition, less normal wear and tear. Any repair work for damaged equipment shall be paid for by the renter. If equipment is damaged beyond repair, lost or stolen, renter shall pay full replacement list price. Rental will accrue until damaged or lost equipment is replaced or paid for.
- **GLOBES:** The Renter is required to maintain the globes in good condition or will be required to buy a replacement globe if any damage occurs (This includes bubbles from touching, pitting from dust or improper cleaning) The renter will pay for any damaged globes. The renter will pay for any missing globes.
- **OTHER POSSIBLE COSTS TO YOU:** Expendables as used. Returned checks to my bank for any reason, a \$25.00 charge. Desert, beach, dirty, or wet filming conditions may require a cleaning fee if the items are not returned in the same condition, less normal wear and tear. Return of equipment past 4:00 PM.
- **ANY AND ALL PRICES SUBJECT TO CHANGE.**