

# RAILROAD STUDIOS



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## TERMS AND CONDITIONS

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### EQUIPMENT RENTALS

#### RENTAL DEPARTMENT HOURS

- Monday through Friday 8am to 5pm., excluding holidays. After hours and weekends by appointment only.

#### EQUIPMENT RENTAL INFO

- Rates listed are daily rates.
- Equipment may be picked up after 1pm and rental begins following day, return must be made before 11am the next day. (Example: Pickup at 1pm on Monday and return before 11am Wednesday)
- Weekly Rates are available at a 2-day week.
- Weekend Special Rates are available. Customers must pick up equipment after 1pm on Friday and return by 11am the following Monday for a 1-Day Rental.
- Customers must arrive with enough time to pick up/return equipment before 5pm. A \$35.00 overtime charge will apply to those who do not.

#### EQUIPMENT RENTAL REQUIREMENTS

- Customer must complete the Credit Card Authorization Form (Security Deposit), and submit a Certificate of Insurance, and a signed Rental Agreement.
- Customer must submit a valid Driver's License or Passport.
- Full Payment and Security Deposit is required prior to release of equipment.

#### EQUIPMENT RENTAL HOLDS

- In order to guarantee the availability of your equipment, we require 25% of the License Fee to hold your rental date.
- For cancellations made two business days prior to start date, Licensor will refund the 25% deposit within ten business days of cancellation. For cancellations made inside two business days prior to start date, Licensor will retain the 25% deposit as liquidated damages for early cancellation.

#### EQUIPMENT RENTAL INSURANCE REQUIREMENTS

- Railroad Studios must be named as an additional insured and as a loss payee.
- Coverage must include explicit, miscellaneous equipment, rented equipment, or rented and leased equipment.
- Commercial General Liability Coverage in an amount of no less than \$1,000,000 for Each Occurrence, for Bodily Injury and Property Damage and \$1,000,000 Limit for Personal Injury.
- Equipment Rented Insurance against loss, theft or damage to the Property for full replacement value of the equipment.
- Policies with Unattended Vehicle Disclaimers will NOT be accepted.
- A credit card is required as a security deposit to cover the insurance deductible.
- All Certificates of Insurance are subject to verification and approval by Railroad Studios.

#### LIABILITY

- Railroad Studios 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 pick up of equipment.

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### EQUIPMENT RENTALS

#### 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 will be charged to the customer. If equipment is damaged beyond repair, lost or stolen, customer shall pay full replacement list price. Rental will accrue until damaged or lost equipment is repaired or replaced by customer.

#### SECURITY DEPOSIT

- Security Deposits are required for all orders and will be held until all items are returned to Railroad Studios in their original condition. If orders are returned late, incomplete, or damaged, Licensee will be notified and charged for rental overages per the terms and conditions set forth in the Property License Agreement.
- Accepted forms of Security Deposit:
  1. Cash
  2. Credit Card Authorization \*

\*Card Holder with valid identification must be present, or Credit Card Authorization form must be filled out and submitted with a photocopy of Card Holder's valid identification and the Credit Card's front and back. Credit Card Deposits will also be charged a surcharge of 2% for Visa or Master Card or 3% for American Express. The Credit Card Authorization form authorizes Railroad Studios to charge the card for rental fees, late fees, handling charges, and/or repair or replacement costs. Deposits will be run as a "Hold" on funds. If Property is returned on-time, without any loss or damages, the hold will be promptly released. If Property is lost, damaged, or returned late, Railroad Studios will notify the Licensee before the charges are placed on the card, as a courtesy to the Card Holder, but in no way is a requirement for charged overages.

#### LIGHTING GLOBES

- The customer is responsible for any burned out globes during the rental. The customer 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 customer will pay for any missing globes.

#### TRANSPORTATION GUIDELINES FOR RENTALS

- The Transportation of Railroad Studios rental property is the sole responsibility of the Licensee.
- Railroad Studios does not load or unload vehicles.
- Licensee must provide an appropriate vehicle for transportation.
- Licensee must provide adequate rope, tie downs, and furniture pads.
- Licensee must provide sufficient crew to load and unload vehicle.

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### STUDIO RENTALS

#### STUDIO OFFICE HOURS

- Monday through Friday 8am to 5pm., excluding holidays. After hours and weekends by appointment only. Studio rental is available 24 hours.

#### STUDIO RENTAL INFO

- Studio Rentals are based on 5 Hour and 10 Hour Days. Overtime Charges Apply
- Studio Rental package includes:
  - Staging Area
  - Pre-Lit Cyclorama Stage with 19' Grid
  - Orange Room
  - Sky Loft
  - Makeup and Wardrobe
  - Hair Salon
  - Chef's Kitchen
  - Observation Point
  - 5-Ton Air Conditioning System
  - Power 400 Amps, Camlock
  - Basic Grip and Lighting Package
  - Stage Manager
  - Wi-Fi and Fax Machine
  - 3 Onsite Parking Spaces, Street Parking Available.
- Additional equipment available upon request. Including Camera, Audio, Lighting, Grip, and Distribution.

#### STUDIO HOLD POLICY

- In order to guarantee the availability of the studio, we require a signed location rental agreement, a security deposit, and 10% of the license fee to hold your rental date.

#### STUDIO CANCELLATION POLICY

- All cancellations must be made with a representative at Railroad Studios one week (five business days) prior to the start date.
- For cancellations made one week (five business days) prior to the start date, Licensor will retain the security deposit, and will refund the 10% License Fee within 10 business days of the cancellation.
- For cancellations made inside one week (five business Days) prior to the start date, the 10% of the license fee and Security Deposit made will be retained by licensor as liquidated damages for early cancellation of this agreement.

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### STUDIO RENTALS

#### STUDIO INSURANCE REQUIREMENTS

- Railroad Studios must be named as an additional insured and as a loss payee:  
Railroad Studios, 1500 Railroad St. Glendale, CA 91204.
- Certificate Of insurance must be submitted no later than 3 business days prior to start date.
- Commercial General Liability Insurance not less than a \$2,000,000.00 aggregate, and not less than \$1,000,000.00 per occurrence.
- Equipment Rented Insurance against loss, theft or damage to the Property for full replacement value as determined by the Licensor, but not less than \$100,000.00.
- Third Party Property Damage Insurance not less than \$1,000,000.00.
- Policies with Unattended Vehicle Disclaimers will NOT be accepted.
- A credit card is required as a security deposit to cover the insurance deductible.
- All Certificates of Insurance are subject to verification and approval by Railroad Studios.

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#### GRIP – LIGHTING – DISTRIBUTION

- No outside vendors allowed, all Lighting / Grip / Distribution/ will be supplied by Railroad Studios unless prior arrangements have been made with Railroad Studios.
- All equipment sub-rental arrangements must be made through Railroad Studios Stage Managers. All equipment and materials owned by Railroad Studios, not specifically listed herein, will be billed as used.

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### STUDIO RENTALS

#### CYCLORAMA

- Customer must arrange all painting with Railroad Studios. Painting charged per quotation. Use of spray paint/spray equipment is not allowed on Stage and a fine may be imposed if spray paint is found to be in use. Licensee is solely responsible to alert their crew to this stage rule.
- Floor must be clean and undamaged. Customer may not nail, staple, glue or tape anything to cyclorama walls. Cyclorama walls and floor may be painted other colors, but must be returned as received. Licensee shall not, without Licensor's prior written consent, make any alterations to stage, cyclorama, floor or walls. As a condition to grant consent, Licensor may require Licensee to remove such alterations and restore premises to prior condition. Licensee is responsible for all fees associated with re-painting. No ram setting or drilling into Stage floors.

#### FILMING PERMITS

- Railroad Studios is not a certified stage and should be treated like any other filming location. Therefore, film permits are always required.
- Depending on the size of your cast and crew and your intended use of our studio, the city may require a Fire Marshall. Please check with the City of Glendale on Fire Marshall Requirements.
- If production puts lights, vehicles or any equipment (Stands, Cables & Carts) on public access or public property, which includes sidewalk and alley, Licensee at their sole expense and arrangements must buy a permit from the City of Glendale, please call 818-548-2090 and ask to speak to Judy. If you get a permit that does not include the sidewalk or street, which is known as parkway only, production cannot place anything on sidewalk or street. This process requires a three-day advance notice to City of Glendale.

#### PARKING

- Railroad Studios offers 3 dedicated parking spots.
- Additional offsite parking is available .3 miles away at Costco, 2901 Los Feliz Boulevard, Los Angeles, CA
- Prior arrangements must be made for additional parking.