



## BOSTON CINEMA PROPS

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## RENTAL TERMS & CONDITIONS

### CUSTOMERS WHO HAVE NOT ESTABLISHED CREDIT WITH BOSTON CINEMA PROPS

If you do not have an open account with Boston Cinema Props, we require the following:

- Payment of your rental fees in advance of picking up your order.
- A deposit equivalent to 50% of the replacement value of the items you are renting.

OR

- A deposit equivalent to 25% of the replacement value of the items you are renting AND an insurance binder which lists Boston Cinema Props as "Additional Insured" and "Loss Payee".

The insurance binder must be valid for at least two weeks beyond the length of the rental. Checks Funds are verified on all checks. It is Boston Cinema Props's policy to deposit all "deposit checks".

Deposits will be refunded when all of the props are processed by our Receiving Department, and it is determined that the order was returned on time and that there are not any charges for lost and damaged props. If there are late charges or charges for lost and damaged props, these charges will be deducted from the deposit and the remaining deposit funds will be returned to you. Your check will be processed electronically. It will appear on your bank statement as a debit to your account.

### CREDIT CARDS

A credit card authorization form must accompany all orders paid by credit card. The credit card authorization form authorizes Boston Cinema Props to bill the card for rental charges, late charges, handling charges and/or loss and damage charges. Deposits will be run as a "HOLD" on funds. If props are returned on time without any loss or damages, the hold will be released. If props are lost, damaged and/or returned late, Boston Cinema Props will notify the cardholder and/or the set decorator of the fees involved before the charges are placed on the card.

### CREDIT ACCOUNTS

In order to establish credit with Boston Cinema Props, we request that you complete a credit application. It normally takes 10 working days to review the application and if approved, to set up your account. In the interim, we ask that you post a deposit and pay your rental fees in advance of

picking up your order. When applying for credit with Boston Cinema Props, we ask that you also provide us with the following information:

- A contact name and phone/fax number for your Accounts Payable Department
- Your purchase order policy
- A list of "authorized" account users - if you are limiting the use of your account to specific individuals

#### WEEKLY

Our props are rented and invoiced on a weekly basis. The rental period begins on the day of pick-up and continues for seven days. At the end of the seventh day, we allow you one extra "grace" day to return your props. For instance, if you were to pick up your order on a Tuesday, your props would be due back on the following Monday. The following Tuesday would be considered your "grace" day. If the props were not returned by 5 p.m. on Tuesday, you would then be charged for an additional week. Additional weeks are billed at the rate of 50% of the first week rental.

**\*\*Handling Charges:** If an order is cancelled after it has been processed and pulled to the shipping dock for pick-up, a 25% re-stocking fee (handling charge) will be assessed for those items that were already packed for shipment.

#### PRODUCTION RENTALS

We offer production rental discounts to our customers, but they are not automatic. They must be established at the time the order is placed with a customer service representative. (A production rental discount cannot be generated retroactively after an order has shipped.) Production rental discounts run as follows:

First week Full price

Second week 50% discount

Third week 50% discount

Fourth week Free of charge

It is important to note that if orders are returned after the production rental time period expires, weekly late charges accrue at the rate of 50% of the first week rental. Production rentals are billed in their entirety during the first week of the rental. We do not provide "credits" if the props are returned early. In the event you have questions about our policies, please do not hesitate to contact a sales person or a representative from our Billing Office.

**Thank you. We appreciate your patronage.**