



Company Information & References

Production Company Name: _____

Title of Project: _____ Est. Wrap Date _____

Address: _____ City _____ Postal Code _____

Type of Production:

Commercial

MOW

Feature Film

TV Series

Student Film

Other (please specify): _____

Production Phone # _____

Accountant Email _____

Props _____ Set Decoration _____ Other (please specify): _____

Property Master or Set Decorator _____

Phone # _____ Email: _____

Rental Information

(Persons authorized to receive email communications)

Name: _____ Position: _____ Email: _____

Name: _____ Position: _____ Email: _____

Name: _____ Position: _____ Email: _____



Payment Terms

Terms are NET 30 DAYS from date of invoice. Accounts more than 30 days overdue may be closed and all new orders held until account is brought current.

Rental Rates

First week	Base rate
Second week	Base rate
Third week	½ base rate
Fourth week	½ base rate
Fifth week	½ base rate
Sixth week+	Repeating pricing pattern from first week

**Run of Show items must be noted at the time of initial rental

Deposit Requirement

A security deposit will be required in an amount equal to \$2000 for Feature Films, MOWs and Television series or the cost of the replacement value for props rented on a per project basis for all other production accounts. Unused security deposits in the form of cheques must be either collected or Rain City Props will VOID and destroy the cheque once the Production has finished filming. Security Deposits will not be released until the account is paid in full.

Accepted Payment

Rain City Props accepts, business (production) cheques, EFT, and e-transfers in Canadian funds. Credit cards are accepted in-house with a non-fundable 3% processing fee. Credit cards are not accepted as payment for Security Deposits. International funds may be processed via PayPal with additional processing fees.

Loss & Damage

Rain City Props reserves the right to bill your company loss charges for any props not returned to us by the agreed upon return date. Rental fees will be incurred on the lost items until either the item is paid for or a suitable replacement has been traded as replacement. All props must be returned in their original condition (unless approved otherwise) or may be subject to additional fees. Any alterations or modifications to props must be approved by Rain City Props before renting.

Purchase Orders

Unless we are notified by the Production, a valid PO# must accompany any order placed, or we will not release the items. It is the customer's responsibility to provide us with subsequent episodic or Set PO#s.



Insurance Requirement

All productions must provide proof of general liability insurance for which the props are rented.

Shipping

For all International shipping orders please contact our Customer Service directly at 1-604-783-2157. We suggest that customer's arrange for shipping pickup for any express, overnight or international orders from our physical location.

Production's FedEx Account Number _____

Direct bill (FedEx not applicable)

Production Name: _____

Authorized Signature: _____

Print Name: _____

Date: _____