



BOTTOMSIDE studios

RENTAL APPLICATION AND TERMS OF AGREEMENT

A COPY OF YOUR SA ID DOCUMENT & PROOF OF RESIDENCE IS REQUIRED

Please Print CLEARLY, Completing ALL Information Required

COMPANY DETAILS: (I am duly authorized to sign on behalf of the below company)

Company Name: _____
Tel No.: _____
Registration No.: _____
(Please attach a copy of CIPC Registration Form)
Vat No.: _____
(Please attach a copy of Vat Form)
Accounts Person: _____
Email: _____
Owners Name: _____
Cell No.: _____
Physical Address: _____
Postal Address: _____

PERSONAL DETAILS:

Full Name: _____
ID Number: _____
Cell No.: _____
Tel No.: _____
Email: _____
Vehicle Reg No.: _____
Physical Address: _____
Postal Address: _____

Where did you hear about Bottomside Studios? _____

Are you a bookable resource: Yes / No

May we contact you for possible jobs where we might need your expertise?

If Yes, please list your area of expertise: _____

PEOPLE OTHER THAN YOURSELF WHO MIGHT COLLECT EQUIPMENT:

Provide their details and attach a copy of their ID

- | | |
|----------------|----------------|
| 1. Name: _____ | 2. Name: _____ |
| ID: _____ | ID: _____ |
| Tel: _____ | Tel: _____ |
| Email: _____ | Email: _____ |
| 3. Name: _____ | 4. Name: _____ |
| ID: _____ | ID: _____ |
| Tel: _____ | Tel: _____ |
| Email: _____ | Email: _____ |

BANK DETAILS:

Account Name: _____
 Bank: _____ Account No. : _____
 Branch: _____ Account Type: _____

REFERENCES: (Within the SA TV or Video industry, Rental companies, Production companies, Film Schools or Industry Professional)

Company: _____ Contact: _____
 Tel: _____ (Office line)

Company: _____ Contact: _____
 Tel: _____ (Office line)

CONTRACT OF TERMS AND CONDITIONS OF BUSINESS & HIRE

Rental applications for new clients are available from Bottomside Studios CC. This form must be completed in full and returned to Bottomside Studios CC a minimum of 72 hours prior to hire. A copy of the hirer’s SA ID document & Proof of Residence is required. (Copies can be made at Bottomside Studios CC). Our application process takes a minimum of 48 hours and feedback will be provided via e-mail. Forms returned with unclear & incomplete information will delay the application process. The hirer gives Bottomside Studios CC permission to do a full credit worthy evaluation. Your personal data will not be sold or given to a 3rd party unless we are in a situation where we are legally obliged to or if it is necessary for the operation of our business for example: if equipment is not returned. We reserve the right to do a check on your details provided and decline the application if any information can’t be verified. We may contact you for more information if the information provided is not sufficient.

Please Note: Bottomside Studios CC is a C.O.D. based company. Payment & proof thereof is required prior to hire, that is before collection of equipment, for all customers. You can pay on the day of collection via our card facilities. Unfortunately, we do not accept American Express or Diner’s club cards.

As the person duly authorized by the company or as a sole trader (Freelancer), I sign this contract and accept full responsibility in my personal capacity for any outstanding payments or debt due & agree to pay Bottomside Studios CC 2.5% interest per month on all outstanding invoices.

The booking of equipment is required in the form of an e-mail stipulating the hirers details, equipment required for hire as well as the dates of the shoot. Equipment is available for collection the afternoon prior to the day of hire. Equipment is due back before 11h00 on the day of return.

Failure to collect your rental

Should you fail to collect your rental you will be liable for full payment of the rental as the rental confirmation e-mail serves as a confirmed booking.

Failure to return rental on time

Late returns shall be charged for as an extra day's rental.

Cancellation of rental

Rental need to be cancelled at least 48 hours prior to collection date or full rental charges will still apply.

Bottomside Studios CC has the right to refuse hire at their own discretion.

It is the responsibility of the Hirer to ensure that the required equipment, accessories and extras, as requested via an e-mail booking are supplied and packed when signing for the requested order on collection. Bottomside Studios does not take any responsibility for equipment not properly checked by hirer on collection.

INSURANCE

On accepting this agreement to do business with Bottomside Studios CC the hirer takes full responsibility for lost, stolen or damaged equipment and understands and accepts full liability for the insurance excess rates. If the lost, stolen or damaged equipment is less in value than the excess for the claim, or uninsured, the hirer will be liable for the full replacement or repair costs. Equipment under the value of R5000.00 is not insured. All Memory cards (SxS, P2, CF, SDHC etc.) are NOT insured. Bottomside Studios CC retains the right and final decision whether damaged equipment shall be repaired or replaced. Lost or damaged uninsured items shall be invoiced for and replaced or repaired by Bottomside Studios CC. If the lost equipment is no longer available, it will be charged for at the going rate of similar equipment determined by Bottomside Studios CC.

The insurance terms and conditions stipulate that equipment is not covered if stolen out of an unattended motor vehicle or during use in under water or aerial photography as well as abnormally high-risk areas, countries and situations. Travel to certain countries may also constitute to insurance exclusions. It is therefore always best to inform Bottomside Studios CC on all travel abroad and abnormal shoots.

The Hirer is also liable for all cost due to loss, theft or damage to equipment, as from when each item of the hired equipment is signed out & handed to the carrier/driver who shall be deemed as part of the Hirer. This responsibility will remain with the Hirer until all signed for items are returned to Bottomside Studios CC and are accepted as whole and in good working order. Bottomside Studios CC shall have up to five working days to determine whether the returned equipment is in satisfactory condition.

On bigger productions it is recommended that the production company involved, takes out additional production insurance to cover any shortfalls or unforeseen equipment related incidence.

A comprehensive copy of the insurance details and current excess rates and percentages are available on request in print form from Bottomside Studios CC.

INDEMNITY

Bottomside Studios CC endeavors to hire out well maintained and packaged equipment. However due to the nature of electronic & mechanical equipment as well as human error, I/We accordingly absolve & hold free of any legal liability & therefore indemnify Bottomside Studios CC, its Owners, Members and Staff against death, injury or disability or any claim, financial or otherwise incurred due to equipment failure, omission of equipment or any other unforeseen error whether or not due to negligence on behalf of Bottomside Studios CC & those involved.

I/We declare that the above information is true and correct and I/We agree and accept all the above terms and conditions to do business with Bottomside Studios CC.

Signed at: _____ on this ____ day of _____ 20____

I am duly authorized to sign on behalf of: _____

(Company Name if Supplied)

Full Name: _____ Signature: _____

Bottomside Studios CC, 75 Kariba Street, Lynnwood Glen, Pretoria

Contacts: Office (012) 111 9977 –Fritz 082 4242 916 – Morné 072 541 3519

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