



2971 Lake City Way, Burnaby, BC, V5A 2Z6  
Phone: (604) 294-1929 Fax: (604) 294-1938

### **Sign Out Policies**

A deposit cheque is required from every production prior to rental. The standard deposit is \$3,000.00. The deposit will be refunded after all items have been returned and all invoices have been paid in full. GST# 858128762.

All rental agreements are based on a one week minimum rental period.

Items may be taken out on spec for 24 hours providing prior approval was received. Items not returned within this 24 hour period may be billed in full.

Larger items may be tagged at any time, provided a pickup date is set. Be aware that other productions may rent out these items in the interim, so, if your pickup date changes, this may affect the availability of the item for your production. Once the tagged date is reached, billing may occur. Smalls may not be pulled until within one week of the rental date.

Set Dec and Prop items are **not** to be used for personal use, lent to another department, production company or carried over to another production without prior consent from Super Props.

Items may **not** be modified or altered in any way unless approved by Super Props. If alterations occur, or approved alterations are not done in a professional manner, a loss or damage bill may be applied.

Super Props does **not** ship. Items are packed for local transport. If you require additional packing requirements, ie. for out of town rentals, your production will be responsible for providing those services.

Trucks sent for pick-up that do not have adequate straps and blankets **WILL** be refused.

All bills will be emailed to set dec or props departments for processing as cheque req.. Billing is typically done on Friday unless a special request is made. Upon receipt of cheque a stamped-paid original invoice will be provided either to driver who drops it off or via mail if cheque is mailed.

### **Return Policies**

Items lost or damaged will be subject to charges based on full replacement or repair costs unless replacement (trades) determined to be of equal rental value, by Super Props, are received. Previous rental charges will NOT be applied towards an L&D item cost. Please report all loss and damage items to Super Props as soon as possible. Extended rental charges may continue to be billed until replacement items have been received.

If your production will be returning items past the anticipated return date, please be courteous to other shows that may have those items booked and notify Super Props as soon as possible. If you have been informed prior to rental that an item must be returned by a certain date, no extensions will be granted.

**Items not returned on or before the return date are subject to an extended rental charge.**



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Super Props Rentals Inc. agrees to rent to the Lessee various items at an agreed upon rate. If no prior request is made my Lessee regarding rate, the billed rate will be considered accepted. The Lessee agrees to return the goods in good condition or be responsible for purchasing them at the full replacement value.

The goods are at all times and in every respect at the risk of the Lessee from the moment they have boarded the customers transport until they have been returned to the loading dock.

The Lessee acknowledges that Super Props Rentals Inc. is not the manufacturer or distributor of the goods rented and that Super Props Rentals Inc. makes no warranties or conditions either expressed or implied, with regard to the goods provided under this agreement, including, but not limited to, warranties, condition, clearance of copyrights or logos, quality and fitness for a particular purpose and those arising out of statute or otherwise in law.

The Lessee agrees to save harmless Super Props Rentals Inc. from and against all loss, costs and damages which Super Props Rentals Inc. may suffer, sustain, incur, be or become liable for or which may be caused by, connected with, or have resulted from, the use, operation, maintenance or possession of the goods by the Lessee.

**By signing below, you agree to the terms in this policy.**

**Set Decorators or Prop Masters Signature:** \_\_\_\_\_.

**Print Name:** \_\_\_\_\_.

**Production:** \_\_\_\_\_.

**Date:** \_\_\_\_\_.

**Name of person to receive emailed invoices:** \_\_\_\_\_.  
(usually set dec or props coordinator)

**Email of person to receive emailed invoices:** \_\_\_\_\_.

**Please return signed copy to Super Props Rentals Inc.**

**Contact information:**

**Email:** [superprops@telus.net](mailto:superprops@telus.net)

**Phone:** 604-294-1929

**Fax:** 604-294-1938

Revised 05/31/2019