



**ACME STUDIO**  
 PHOTO + VIDEO STUDIO  
 PROP RENTAL + SET DESIGN  
**ACMEBROOKLYN.com**  
 63 N.3RD ST., B/T WYTHE+KENT  
 WILLIAMSBURG, BROOKLYN  
**347.529.6158**  
 PROPS@ACMEBROOKLYN.com

# Prop Rental Terms and Conditions

THIS FORM IS ALSO AVAILABLE TO COMPLETE VIA DOCUSIGN AT: [ACMEBK.com/PROPTERMS](http://ACMEBK.com/PROPTERMS)

CLIENT / RENTER: \_\_\_\_\_

**GENERAL INFORMATION**

Client as defined above, agrees to rent Props from ACME Studio, Inc. (“ACME”) in accordance with the terms and conditions of this Prop Rental Agreement (the “Agreement”). ACME can be contacted at PROPS@ACMEBROOKLYN.com or by phone at (347) 529–6158, during ACME’s hours of operation, Monday thru Friday, 9am to 6pm (“Business Hours”).

Client is to return a completed, signed version of the Agreement to setup a Prop Rental Account with ACME and for ACME to release Props to the custody of the Client, their agents, or their employees as part of a Prop Rental Order (“Order”). The Agreement may be returned via e-mail, DocuSign, or as a fax to (347) 412–1663, including Credit Card Authorization (next page).

**RATES AND TERMS**

ACME rents Props for up to 1 week (7 days) (“Rental Period”). Rental Periods begin at the start of Business Hours on the scheduled Shipping/Pickup Date. There is no rate change for Orders returned before the scheduled Due Date or returned within 24 hours. Orders extending beyond 1 Rental Period or that are returned Past Due will be subject to charges for additional Rental Periods.

**TAX**

ACME will honor Client’s Tax Exempt status and not collect taxes on Orders upon receipt of Client’s valid New York Tax Exempt Certificate.

**CONDITION**

ACME will make a good-faith effort to provide Props in the best possible condition, but does not extend a warranty on any Props. Client agrees to rent Props in “AS IS” condition. Client is responsible for inspection of Props and to notify ACME of issues or damage to Props. Client can make an appointment to view Props in-person prior to rental.

**DELIVERY AND PICKUP**

ACME can arrange delivery and/or return courier service for Client’s Order, for an additional fee. Client must provide the delivery and/or pickup date, time, and location to receive a quote from ACME. Client, their agents, or employees can also pickup or return an Order from ACME during Business Hours.

**PACKAGING**

ACME will wrap and/or box Props in an Order prior to release. To prevent damage, ACME asks the Client re-wrap Props prior to return. Unreturned packing blankets used to wrap an Order will be subject to a replacement fee. ACME and its agents or employees are not responsible for wrapping or boxing Props in Orders that ACME arranges return courier service for. Client may be subject to added fees should ACME’s agents or employees wrap or box Props in the course of return courier service.

**DEPOSIT**

Client is responsible for any damage to items beyond the original condition it was released in. A credit card number must be provided to keep on file in the event of any damage or loss. Damages may be billed as a repair, cleaning fee, or replacement.

**PAYMENT**

ACME accepts credit card, check, or cash as payment for an Order. All Orders must be paid in full to be released. Payment is non-refundable once an Order is finalized and ACME releases Props to the custody of the Client, their agents, or employees.

**USAGE**

ACME makes no warranties or indemnification relating to your use of the props unless release is requested of and provided by ACME for items created by ACME. All parties renting props from ACME represent and warrant that their use will be consistent with applicable laws including, without limitation, copyright, privacy, and publicity laws, and that they will not infringe or violate the rights of any other party. All rights not granted by ACME are specifically reserved.

**AGREEMENT**

By placing an Order, Client agrees to indemnify and hold harmless ACME and its agents and employees, against any claims of any sort resulting from any activity in connection with the Props being rented.

Please have an authorized representative of the Client sign below and complete the Credit Card Authorization form on next page of this document, and return to PROPS@ACMEBROOKLYN.com, DocuSign, or as a fax to (347) 412–1663.

I, \_\_\_\_\_ (Print), agree and accept this confirmation and the provisions contained therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Credit Card Authorization for Prop Rental

We accept VISA, MasterCard, American Express, and Discover.

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Billing Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
Street Apt/Foor/Unit

\_\_\_\_\_  
City State ZIP/Postal Code

\_\_\_\_\_  
Phone Number

**Credit Card Info:**  VISA  MasterCard  AMEX  Discover

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Name On Card

\_\_\_\_\_  
Expiration (Month and Year)

\_\_\_\_\_  
Security Code/CID

VISA/MC/DISCOVER  
3 digits on back of card

AMERICAN EXPRESS  
4 digits on front of card

I, \_\_\_\_\_ (Print) hereby authorize charges associated with Prop Rentals from ACME to be charged to the credit card provided above.

**Signature:** \_\_\_\_\_

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