

mf *main film's* **equipment and services are available only to members in good standing.**
All projects must be independent - artist has total creative control from conception to release.
Main Film's equipment and services are not made available for student projects.

1. Competence: Each member must demonstrate, to the satisfaction of the Technical Co-ordinator, adequate technical competence in the usage of the item they wish to rent.

2. Training: A member who does not have sufficient knowledge or experience using a specific piece of equipment they wish to rent may book an orientation session at 25\$ an hour.

3. Inspection and testing by members: It is the member's responsibility to ensure that all rented equipment is in good working order before removing it from Main Film's premises. If the member waives the right to ensure the good working order of the equipment, it will be agreed to by both parties that the equipment is in good condition and repair, and that the member is satisfied with and has accepted the equipment in good condition and repair. If a member wishes to examine, inspect or test equipment a day before rental, an appointment can be made with the Technical Co-ordinator.

4. Use: Equipment must remain in the member's principal place of business or possession at all times. The member shall see that the equipment is not subjected to careless or needlessly rough usage, and shall keep the equipment in good repair, condition and working order.

5. Responsibility: Each member is entirely responsible for Main Film equipment rented in her/his name and is entirely responsible for any and all damage or loss direct or indirect that may occur to said equipment. A member who returns equipment without declaring damages incurred during the period that the equipment was in their possession will be liable for the cost of repairs and may lose all membership privileges.

6. Indemnity: Main Film cannot assume responsibility or liability or make any representation for the performance of its equipment. The renter/borrower discharges Main Film from all damages whatsoever resulting from the performance or malfunctioning of said equipment, whether or not there is fault or negligence on the part of Main Film.

In the event any rented equipment should become unsafe or fail to operate, the member shall discontinue use immediately and inform the Technical Co-ordinator as soon as possible. If the equipment is non-functional, the member will not be charged. Main Film will not be held liable for any losses direct or indirect incurred by the member as a result of non-functional equipment.

7. Liability: Each member is responsible for equipment damage/replacement cost of up to 2,000\$. In the event the equipment rented is lost or stolen, the member shall immediately file a police report and notify Main Film. If the loss is not covered by insurance, the member is liable for the full replacement cost of the equipment. If this equipment is immediately required for another shoot, the member will also be responsible for the rental costs of providing said equipment.

8. Damage Deposit: A deposit of one thousand dollars shall be left on the first day of rental either by Visa, Interac, Cash, Money order or Certified cheque only.

9. Outside Insurance: Any equipment rented at Main Film with an insured value of more than \$50,000 is not eligible for Main Film's insurance policy. Each member must provide his or her own insurance coverage for full replacement cost of all Main Film equipment rented. Coverage must begin from the time the member picks up the equipment and continue until the time the equipment is returned. The member must provide Main Film with proof of insurance and the insurance policy shall name Main Film as Loss Payee for loss or damage to the property rented. The member shall leave a deposit for the full amount of the policy's deductible and shall comply with all conditions described above in section 7.

10. Alterations and repair: A member shall not remove, alter, disfigure or cover up any numbering, lettering, or insignia displayed on the equipment. The member agrees that s/he will make no alterations, modifications, additions, or improvements to the equipment without Main Film's expressed written consent.

11. Foreign use: Any member wishing to take Main Film equipment outside Canada must obtain written consent from the Board of Directors. Main Film reserves the right to withhold such consent for any reason or no reason at all. The member must obtain all proper and necessary insurance and documentation. All Main Film equipment must be registered with Customs Canada prior to departure. Main Film will furnish the member with a statement giving serial number, country of origin and value of equipment at member's request. Adequate bonds and customs fees are to be provided and paid for by member.

12. Maintenance and cleaning: All equipment and facilities must be restored to clean and orderly condition after each use. Failure to do so will result in a minimum 50\$ cleaning fee.

13. Travel: Travel days are billed as normal rental days.

14. Subletting: The member warrants that s/he will not sublease any of the equipment rented from Main Film.

15. Checkouts and returns: Equipment checkout hours are from 2 p.m., Monday to Friday. Equipment return hours are from 10 a.m. to noon Monday to Friday. Members returning equipment after 12 p.m. will be charged one full day of rental. If this equipment is immediately required for another shoot, the member will also be responsible for the rental costs of providing said equipment. If a member is unable to meet these time lines, a specific time can be set up with the Technical Co-ordinator in advance. If the time is outside of regular office hours, a charge of 25\$ per hour may be applied.

16. Cancellation: Mobile equipment: 72 hour (business hours) cancellation notice must be given. Less than 72 hours notice, and the member will be charged for the full booking. Facilities: 48 hour (business hours) cancellation notice must be given. Less than 48 hours notice, and the member will be charged for the full booking.

17. Payment: The amount due on rental equipment or services must be paid at the time the equipment is loaned or the service used.

18. Accounts outstanding: In addition to the right of Main Film to recover from the member the amounts due to Main Film, members owing an outstanding amount to Main Film will lose equipment and service accessing privileges.

19. Access to equipment: Members may have access to facilities (as indicated) for a non-member production if the Main Film member holds one or more of the following positions: Producer (all equipment), camera operator or assistant (camera equipment), sound engineer (sound equipment), electrician (lighting equipment and machinery), editor (editing equipment). Camera operators may be required to submit a letter of reference. All equipment rented for non-member shoots will be charged at the Associate Member rate even if the renter is an Active Member.

20. Access to facilities: A members who wishes to rent Main Film facilities outside office hours must sign out the appropriate keys from the Technical Co-ordinator and must leave a 50\$ cash deposit. If the keys are lost, the member will be required to pay for the replacement of the keys and the locks. The 50\$ deposit does not cover the cost of new locks and keys.

21. Members are not permitted to duplicate keys, and assume full responsibility for the use of the keys.

22. Keys must be returned within seven (7) days of the last booking or a late return fine of 25\$ per day will be charged. Keys not returned within thirty (30) days will be considered lost. The member will then be charged for the cost of replacing keys and locks.

By signing this form, I understand and agree to the terms described herein.

Signature

Date