

## PILTON VIDEO EQUIPMENT BOOKING TERMS

### Conditions of Hire

1. There are two time slots for picking up and returning Equipment hired:

Pick up between 9:30am-10am - Equipment MUST be returned between 9:30am-10am on end day of hire.

E.g. - the following day (24hrs later) for 1 day hire, the next again day (48hrs later) for 2 day hire etc.

Pick up between 4:30pm-5:30pm - Equipment MUST be returned between 4:30pm-5:30pm on end day of hire.

E.g. - the following day (24hrs later) for 1 day hire, the next again day (48hrs later) for 2 day hire etc.

When booking, you must confirm which time slot you will use for Pick up and follow this.

2. ALL Weekend Hires are charged at 1.5 days. No Pick up or Returns take place on Saturday or Sunday.

3. All hires require Passport ID\Drivers License and utility bill with home address.

4. New users will be asked to pay in advance, via cherub or papal.

5. Equipment returned late will be charged at the normal rate: min charge - half-day hire. This includes equipment returned in the wrong time slot.

6. All Edit Suite hires are for an 8 hour day. 12 hr days will be charged at 1.5 days and so on.

### General

PV is not a Membership Organisation. All Users will be required to demonstrate competence with equipment before any hiring is considered. PV reserves the right to cancel a booking if this condition is not satisfied.

Insurance for Equipment is included in the hire charge: However you should note that the following are excluded:

1. the first £150 of every loss of, or damage to, equipment you will be responsible for;
2. loss of or damages to equipment which is left unattended - included theft from locked vehicles;
3. any loss or damage outside the United Kingdom

### Production Equipment

You should book equipment as far in advance as possible and allow a half an hour at the PV Office for booking the equipment in and out.

Equipment returned late will be charged at the normal rate: minimum charge - half-day hire.

You are responsible for ensuring all cables, plugs, connectors etc, are suitable for your purposes. A laminated check sheet of the equipment is in your camera/equipment bag and must be returned.

PV will not grant refunds or discounts in the event for equipment which is not used because of oversights on the part of the hirer.

You are responsible for reporting any damage, loss or malfunction of equipment on return. Failure to conform to this condition could result in you being held responsible for repair/replacement costs.

You must not attempt repairs or modifications to equipment.

You must recharge batteries before returning equipment: if you return batteries which are not fully usable you could be charged an extra half day's hire on the relevant equipment.

You must give at least 48 hours notice of cancellation of any booking, if no notice is received within this period you will be charged as if the booking was completed.

Equipment booked for the weekend can be picked up FRIDAY'S NO LATER THAN 5:30PM.

## EDITING

### Post Production Equipment

Hire of edit facilities is on a "dry hire" basis. You need to tell staff which editing software you intend to use – Avid Xpress Pro, Final Cut Studio 2, or (Community Level) Avid Xpress Pro/Adobe Premiere Elements/Pinnacle Studio in order to book the correct Edit Suite.

In the event of things not appearing to work, please check the Help Files and other notes available in all Edit systems before calling for Staff support.

If you require additional technical assistance, or an experienced editor to sit in with you please notify PV at the point of booking, when you will be informed of additional costs.

Disabled Access is on the ground floor.

There is limited on street parking at Ferry Rd Ave, West Pilton. If you come by bike you can lock it to the railings on floor 1.

Pilton Video is not responsible for any valuables left unlocked or unattended in edit suites or elsewhere in the building.

Smoking is prohibited inside the building and in all edit facilities.

Food and drink is prohibited in all edit suites.

You may eat in the kitchen and other non edit suite areas of PV. However you are responsible for removing rubbish, cups, plate's etc, and washing up all your dishes. At the end of your editing period please throw away all your uneaten food.

### Payment Terms

Equipment hire can be invoiced if requested, however all additional materials (e.g. tapes) purchased must be paid for at the point of booking.

Invoices must be paid within fourteen days, after twenty-eight days further charges will apply.