

Theatrical Equipment Rental or Loan Form

Williamsburg Players, Inc.
www.williamsburgplayers.org

The terms of this agreement shall be:

- 1) Any equipment loaned or rented must be returned by agreed date.
- 2) Pick-up from stock and return to stock storage work is the responsibility of the borrower.
- 3) Any damage to equipment will be charged to borrower, up to and including complete cost of replacement, if appropriate.
- 4) Lighting instruments will be rented or loaned without cord connector, or lamp.
- 5) Lamps for these instruments may be purchased from the Players for the cost of replacement.
- 6) Lighting instruments will include yoke, c-clamp, and safety cable.
- 7) The borrowing organization will give credit to the Williamsburg Players for production assistance and an announcement regarding our next show.
- 8) Rental Fees are due upon receipt (pick up) of material and will be late if not paid when material is returned.

It is highly recommended that a picture of the equipment is taken and provided with the completed form (electronic or printed) so that the outgoing condition of the material is recorded including any pre-existing imperfections.

Theatrical Equipment Rental or Loan Form

Williamsburg Players, Inc.
www.williamsburgplayers.org

Date of Pick-up: _____

Date of Return: _____

Name of Organization (Bill to):

Address of Organization:

Organization Phone #: _____

Name of Responsible Person: _____

Address: _____

Home Phone: _____

Cell/Work Phone: _____

LIST EQUIPMENT BEING RENTED BELOW:

Quantity -- Equipment Description & Condition -- Rental Fee(\$) -- Equipment Value(\$)

By signing below, I agree to the terms of the loan. I further agree to represent the borrowing Organization, and to be responsible for the fulfillment of this contract. The Williamsburg Players is not responsible for any accidents or injuries that may occur during usage of the rented equipment.

Date: _____

Responsible Person: _____

Williamsburg Players: _____