



Filmbase, Curved Street, Temple Bar, Dublin 2  
P: +353 1 679 6716; F: +353 1 679 6717; E: info@filmbase.ie

28/1/2008

## HIRE CONDITIONS

- **Passport/driving licence and recent bill or statement, stating member's address, has to be presented on all collections.**
- Members should book equipment as far in advance as possible and no less than two days in advance, allowing 30 minutes for checking the equipment both when taking it out and when returning it.
- Equipment must be picked up and returned during Filmbase Equipment opening hours, see below (please note, Filmbase Equipment is closed for lunch from 1-2pm daily)
- A 30% deposit of the total amount is needed to confirm a booking. Full payment has to be made prior to collection of the equipment.
- At least 48 hours notice of cancellation must be given. If cancellation is not given within 48 hours the deposit will not be refunded.
- The use of all equipment will be subject to the approval of the suitability of the work for which it is intended.
- Users will be required to demonstrate competence with the equipment before being permitted to use it.
- Equipment must be returned before 10.30am otherwise an additional days rate is due.
- It is the member's responsibility to check through all the items taken out especially kits comprising accessories. They will be held responsible for all items missing or broken.
- Members have to report any damage, loss or suspected malfunction.
- No member will attempt repairs or modifications to equipment and they should contact Filmbase in the event of repairs being necessary.
- If the equipment is not returned in the condition rented a cleaning charge will apply.
- An equipment sheet must be signed itemising the equipment and accessories.
- Proper transport must be arranged for moving the equipment.
- If the crew do not have sufficient experience with the equipment and it is necessary for the Filmbase technician to supervise the use of equipment, the production will be charged for the technician's time.
- Filmbase will not be held responsible for losses incurred by malfunction of equipment, including loss of time, money and film stock. We are also not responsible for damaged film due to mechanical problems. Filmbase hires all equipment in good faith that it will function well in its application, but we cannot unconditionally guarantee this nor do we accept any responsibility beyond the repair and replacement (if possible) of any faulty equipment.

### EQUIPMENT OPENING HOURS:

**Monday to Friday**

**9.30am – 1pm & 2pm – 5.30pm**

**Closed: bank holidays and weekends**

[www.filmbase.ie/equipment](http://www.filmbase.ie/equipment)



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## **INSURANCE COVER**

Filmbase insurance does not extend beyond Ireland/UK.

Membership includes insurance cover for the equipment, indemnifying the owner and the hirer against physical loss or damage to the equipment during the hiring under conditions available from the owner upon request.

Insurance cover refers to the facilities and does not include production insurance, which is the responsibility of the producer.

The above terms will exclude liability of the insurers for the first €500 loss arising from each and every indemnifiable occurrence, for wear and tear and any wilful act of neglect and loss.

Non-members will have to supply Filmbase with their own insurance cover.

## **EDIT SUITES HIRE CONDITIONS**

- The editing rooms are to be left in a tidy state at all times.
- There is no smoking allowed anywhere in the building.
- It is prohibited to consume food in the edit suite.
- Rates for the edit suites are based on dry-hire only. Should a member require supervision by the Filmbase technician, a further fee is payable to Filmbase.
- Edit suites are only available for hire after opening hours, if approved by the technician.
- All hire conditions apply. See above.