

# Blueceiling

Prop Shop

2210 Keith Street, San Francisco, CA, 94124  
415.872.7923      props@blueceiling.com

## Rental Terms and Conditions

### **CUSTOMERS WHO HAVE NOT ESTABLISHED CREDIT WITH BLUECEILING**

If you do not have an open account with Blueceiling, we require the following:

- \* Payment of your rental fees is due on picking up your order.
- \* A deposit equivalent to 50% of the replacement value of the items you are renting.

### **Checks**

Funds are verified on all checks.

### **Debit/Credit cards**

A credit card authorization form must accompany all orders paid by debit/credit card. The credit card authorization form authorizes Blueceiling to bill the card for rental charges, late charges, handling charges and/or loss and damage charges. Deposits will be run as a "HOLD" on funds. If props are returned on time without any loss or damages, the hold will be released. Lost or damaged props will be charged value plus \$30. Irreplaceable items will be charged \$200. There will be no charge to clients if the item is replaced. If props are lost, damaged and/or returned late, Blueceiling will notify the cardholder and/or the set decorator of the fees involved before the charges are placed on the card.

### **Credit accounts**

To establish credit with Blueceiling, we request that you complete a credit application. It normally takes 10 working days to review the application and if approved, to set up your account. In the interim, we ask that you post a deposit and pay your rental fees in advance of picking up your order. When applying for credit with Blueceiling, we ask that you also provide us with the following information:

- \* A contact name and phone/fax number for your Accounts Payable Department
- \* A list of "authorized" account users - If you are limiting the use of your account to specific individuals

### **Weekly**

Our props are rented and invoiced on a weekly basis. The rental period begins on the day of pick-up and continues for seven days. At the end of the seventh day, we allow you one extra "grace" day to return your props. For instance, if you were to pick up your order on a Tuesday, your props would be due back on the following Monday. The following Tuesday would be considered your "grace" day. If the props were not returned by 5 p.m. on Tuesday, you would then be charged for an additional week. Additional weeks are billed at the rate of 50% of the first week rental.