



Birns & Sawyer, Inc.

5275 Craner Ave. – North Hollywood, CA 91601 – 323-466-8211
Fax: 818-358-4395 Attn: Rosalinda Coronado

Rental Paperwork - Please Read and Sign All Pages

Thank you for your interest in Birns & Sawyer. We look forward to working with you. Please review the following checklist to help insure that your rental will proceed smoothly, then initial each paragraph and sign at the bottom. These documents define your responsibility to Birns and Sawyer and serve as a contract between Birns and Sawyer and you. Please call with any questions. **Please read and initial each of the following paragraphs.**

____ **Account Setup Requirements - All rentals require us to set up an account. Setup requirements are: knowing who you are, guaranteeing a payment process, and providing proof of insurance. Only U.S. or Canadian insurance will be accepted. No exceptions to this rule. The basic account is COD, 100% payable by cash or credit card at the time of rental with a deposit made similarly for the value of the deductible on the insurance package, or the full value of the package if under \$10,000.00. You will be informed of all Lost and Damage charges which will then be charged against that hold up to your deductible limit, provided the rest will be covered by your insurance.**

We do allow credit accounts for a limited number of clients that have rented consistently for at least 6 months on COD. These accounts need a week or more to approve and are made to established businesses of at least two years with 3 industry trade references, a major entertainment entity, or a company associated with a major entertainment entity that can provide a letter issued by that entity guaranteeing payment. These accounts are issued at the sole discretion of Birns & Sawyer. If you would like to setup such an account after the 6-month consistent period, please ask your rental agent for the appropriate form.

____ **Please read and follow directions for the pages in this packet. Following these directions will allow us to rent to you.**

1. This page **required** – Rental Paperwork Procedure & Checklist – **Review, initial paragraphs and sign at bottom.**
2. Customer Information Page **required** – **fill out and sign.**
3. Insurance information – **Please read** as it provides detailed insurance requirements and suggestions if you need insurance – **Please read and sign.**
4. Grip Truck Information – **Please read and sign if renting a vehicle.**
5. Terms and Conditions **required** – **Please read and sign.**
6. Sample Insurance Certificate – **Please review** and provide to your insurance agent, if requested

Rental orders **will not** be processed until all required paperwork is received and cleared by the Contract Administrator at Birns & Sawyer. Please Contact Rosie at rcoronado@birnsandsawyer.com or (323) 466-8211

____ **Insurance Deposit** - A deposit equal to the deductible amount on your equipment policy is required on all COD rentals. **Deposits are accepted in cash or credit cards only, unless approved by a senior manager. We will accept a credit card deposit for the full value of the package in lieu of insurance as long as the value does not exceed \$10,000.00. We will not accept debit cards under any circumstances for the deposit – this is for your protection.**

____ **Rental Responsibility/Prep** - We provide you with a complete, well maintained package, however, as we do not know all the details of what you are shooting, you are responsible to inspect and test the equipment to be sure it meets your needs, as well as understand its proper operation and safety issues before accepting it for rental. For this reason, we provide you the opportunity to prep the camera the day prior to your shoot at no extra charge.

All rentals will be deemed to be complete and in working order when they leave the Birns & Sawyer premises whether or not you prepped them. You will be responsible for any missing or broken items while in your care and custody which begins when the equipment leaves the building and ends when it is inspected and approved by our technicians after return, usually within 72 hours.

____ **Digital Media Policy** - Please be advised that when you return digital media (P2 cards, P2 Store Drives, CF or SD cards, Drives, etc) we format the media as part of our check-in process. This obviously destroys your project files. **YOU ARE RESPONSIBLE FOR DUBBING, ARCHIVING and/or COPYING YOUR PROJECT FILES PRIOR TO THEIR RETURN.** We also recommend that you erase the media to protect the confidentiality of the project and client.

____ **Rental Return Time** - **All returns must be in by 10:00 AM** on the scheduled return date. Late returns may be charged additional days rentals. It would be to your advantage, and we would appreciate if you call us ASAP as you know or suspect that a rental may not be returned on time.

____ **Cancellations** - Cancellations may require a charge if not done in a timely way, at the sole discretion of B&S.

This is a partial list of our terms, please read your contract and speak with your rental agent or our Rental Administrator, if you have any questions.

(LESSEE) PLEASE PRINT YOUR NAME

LESSEE SIGNATURE

DATE: _____



Birns & Sawyer, Inc.
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Customer ID: _____

Quote Ref.: _____

Rep: _____

Do Not Write Above This Line

Customer Information

SECTION 1: ABOUT YOUR COMPANY **MUST BE THE NAME AND ADDRESS OF THE INSURED**

Production Company (or Individual): _____
 Address: _____ City _____ State _____ Zip _____
 Phone: _____ Fax: _____ email: _____
 Officers: _____ Yrs in Business: _____
 Do you Require Purchase Orders: _____ Others in company Authorized to order: _____

SECTION 2: BANK/CREDIT CARD REFERENCE

Credit Card for Rental Purposes: Type: _____ Amex _____ Visa _____ MC
 Cardholder's Name: _____ Cardholders Phone: _____
 If Corporation, Corp Name: _____
 Number: _____ - _____ - _____ - _____ exp: _____ CVC Code: _____
Credit Card for Deposit, if different from above: Type: _____ Amex _____ Visa _____ MC
 Cardholder's Name: _____ Cardholders Phone: _____
 If Corporation, Corp Name: _____
 Number: _____ - _____ - _____ - _____ exp: _____ CVC Code: _____
 Credit Card Billing Address, if different than above: _____

Important - Read this paragraph before signing *(Please read and sign the Terms and Conditions. Included herein on Pg 5-7)*

I, the Lessee, specifically agree to be bound by all the terms and conditions of the rental contract. I further warrant all information on this application to be true. I authorize Birns & Sawyer, Inc. to contact trade and/or banking references above either verbally or in writing for the purpose of accessing my creditworthiness. Whether credit is granted, or equipment is rented on a COD basis, I accept full responsibility for making all payments and charges that arise from renting equipment from Birns & Sawyer, Inc., including any lost or damages that occur while the rental equipment is in my care and custody, and authorize Birns & Sawyer to charge my credit card for monies due, including Deposits, Rentals, Lost or Missing Equipment, Late Returns and/or Extended Rentals.

PLEASE PROVIDE A COPY OF FRONT AND BACK OF YOUR DRIVERS LICENSE AND CREDIT CARD IN YOUR FAX BACK TO US. WE CANNOT PROCESS THIS APPLICATION UNTIL IT IS COMPLETE

 (LESSEE) PLEASE PRINT YOUR NAME LESSEE SIGNATURE DATE: _____

 CARDHOLDER SIGNATURE (IF DIFFERENT)



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Insurance Requirements

You are required to have insurance that covers the retail value of the equipment you are renting. In addition, you may need to leave a cash or credit card deposit that covers the insurance deductible.

Students who are renting from Birns must check with their faculty adviser as to the terms of their school's insurance.

SECTION 1 INSURANCE REQUIREMENTS

Insurance must meet the following specifications:

- Birns & Sawyer must be named as Additional Insured for at least \$1,000,000 for General Liability
- Birns & Sawyer must be named as Loss Payee for the appropriate amount (the replacement value of the equipment being rented) on the Miscellaneous Equipment endorsement for all possible accidents or theft. Please make sure that your policy will cover all equipment rented from all of the sources of your show's equipment. The policy expiration date must cover date of the prep and the period of possession of the gear plus at least 2 days additional after the anticipated return of the gear.

SECTION 2 DEPOSIT REQUIREMENTS – no debit cards please!

Every rental requires a deposit.

The deposit amount is based on your issued deductible listed on the Insurance Certificate under the miscellaneous and/or rented equipment section or the value of the package, if under \$10,000.00. Once the equipment has been returned with no discrepancies or current balance due, the deposit will be refunded. Please allow a minimum of 72 hours. Upon return of equipment to Birns & Sawyer, any discrepancies found will be reported to the customer verbally and by a Repair/Replacement/Loss report. Accepted forms of deposit: Cash or Credit Card, only (no checks and no debit cards).

SECTION 3 INSURANCE RESOURCES

The following companies MAY be able to help you acquire insurance for your projects. Birns & Sawyer, Inc. is not affiliated with these companies and we provide this information AS IS, as a courtesy to our customers. Please note that binding insurance may take 48 hours or more, so please do this early. Attached to the end of this document is a sample of what an insurance certificate should look like.

Please be aware that any company that is selling you their insurance is doing so illegally. In order to protect Birns and Sawyer we will need a letter stating that this is a co-production. This letter must be signed by an officer of that company on their letterhead and further will require them taking the deductible deposit on their credit card as they are agreeing to be responsible for the gear. No exceptions permitted.

COMPANY	CONTACT	PHONE	ONLINE INSURANCE
Athos Insurance	Katherine Wong	626-716-9800	www.insurentertainment.com
Heffernan Insurance	Any Agent	213-236-0511	www.insuremyrentals.com
Wells Fargo Insurance	Lori Vitagliano	818-464-9304	
Taylor & Taylor	Any agent	818-826-7200	
Truman Van Dyke	Any Agent	323-883-0012	

If any of these companies or contacts need updating...please let us know! Thanks.

I have read these terms:

(LESSEE) PLEASE PRINT YOUR NAME

LESSEE SIGNATURE

DATE: _____



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Grip Truck Information

We have an assortment of small trucks (up to 15') available to complement your production. However, before renting, it is important to consider the responsibility of driving these larger vehicles.

1. Please consider who will be responsible for driving the truck. These vehicles are larger and more difficult to drive than a car or van, and therefore require an experienced driver. Many accidents occur due to the inexperience of a driver unfamiliar with the size and weight of such vehicles. An accident with a vehicle of this kind can be costly and dangerous. If you are considering towing a generator, the driver will need an even greater level of experience.
2. You will need additional insurance in order to rent a grip truck. Please see the attached sample insurance certificate which shows the level of insurance that you will need in order to rent a truck.
3. You will be expected to return the truck with the same amount of fuel with which it was received. Any difference in fuel level will result in a charge of \$6.00/gallon.
4. In the case of key loss, there will be an additional charge of \$200.00 for the rekeying of the truck.

If you are considering renting one of our grip trucks, please sign below and return with your account setup paperwork.

(LESSEE) PLEASE PRINT YOUR NAME

LESSEE SIGNATURE

DATE: _____

BIRNS & SAWYER, INC. LEASE/RENTAL AGREEMENT TERMS & CONDITIONS Equipment and Vehicles

*Please Read Carefully. You Are Liable For Our Equipment and Vehicles From The Time They Leave Our Yard
Until the Time They Are Returned To Us.*

1. Indemnity. Lessee/Renter (hereinafter designated as “You” or “Your”) agree to defend, indemnify, and hold Birns & Sawyer, Inc. its parent, subsidiary and affiliated companies and their owners, officers, and employees (hereinafter designated as “Us” or “We” or “Our”) harmless from and against any and all claims, actions, causes of action, demands, rights, damages of any kind, costs, loss of profit, expenses and compensation whatsoever including court costs and reasonable attorney fees (“Claims”), in any way arising from, or in connection with, the Vehicles and Equipment rented/leased (which vehicles and equipment, together, are referred to in this document as “Equipment”), including, without limitation, as a result of its use, maintenance, or possession, irrespective of the cause of the Claim, including the active or passive negligence of Us, except as the result of Our sole negligence or willful misconduct, from the time the Equipment leaves Our place of business when You rent/lease it until the Equipment is returned to Us.
2. Loss of or Damage to Equipment. You are responsible for loss, damage or destruction of the Equipment, including but not limited to losses while in transit, while loading and unloading, while at any and all locations, while in storage, while on Your premises, and while being used by You in any manner whatsoever, including damage or destruction of the Equipment caused by the active or passive negligence of Us, except that You are not responsible for damage to or loss of the Equipment caused by Our sole negligence or willful misconduct. You are also responsible for actual and verifiable loss of use and You shall fully compensate Us for the loss of use of the Equipment during the time it is being repaired or replaced, as applicable.
3. Protection of Others. You will take reasonable precautions in regard to the use of the Equipment to protect all persons and property from injury or damage. The Equipment shall be used only by Your employees or agents qualified to use the Equipment.
4. Equipment in Working Order. We have tested the Equipment in accordance with reasonable industry standards and found it to be in working order immediately prior to the inception of this Agreement, and to the extent You have disclosed to Us all of the intended uses of the Equipment, it is fit for its intended purpose. Other than what is set forth herein, You acknowledge that the Equipment is rented/leased without warranty, or guarantee, except as required by law or otherwise specifically agreed upon in writing by the parties at the inception of this Agreement.
5. Property Insurance. You shall, at Your own expense, maintain at all times during the term of this Agreement, all risk perils property insurance (“Property Insurance”), covering the Equipment from all sources (Equipment Rental Floater or Production Package Policy) including coverage for, without limitation, (i) theft by force (ii) theft by fraudulent scheme and/or “voluntary parting” (iii) mysterious disappearance (iv) theft from unattended vehicles (v) loss of use of the Equipment, from the time the Equipment is picked up by You or a shipper at Our place of business or placed upon a common carrier for forwarding to You, as applicable, until the Equipment is returned to and accepted by Us. Policies with locked vehicle warranties, unattended vehicle exclusions or any other limitations on theft from vehicles are not acceptable. The Property Insurance shall be on a worldwide basis and name Us as the loss payee with respect to the Equipment and shall cover all risks of loss of, or damage or destruction to, the Equipment. The Property Insurance coverage shall be sufficient to cover the Equipment at its replacement value but shall, in no event, be less than \$1,000,000. The Property Insurance shall be primary coverage over Our insurance. A copy of the Property Risk insurance policy, including the declarations pages and the specific endorsement naming Us as an additional insured will be provided to Us on Our request.
6. Workers Compensation Insurance. You shall, at Your own expense, maintain worker’s compensation insurance during the course of the Equipment rental as required by applicable law and employer’s liability insurance during the course of the Equipment rental with minimum limits of \$1,000,000.
7. Liability Insurance. You shall, at your own expense, maintain commercial general liability insurance (“Liability Insurance”), including coverage for the operations of independent contractors and standard contractual liability coverage. The Liability Insurance shall name Us as an additional insured and provide that said insurance is primary coverage. Such insurance shall remain in effect during the course of this Agreement, and shall include, without limitation, the following coverages: standard contractual liability, personal injury liability, completed operations, and product liability. The Liability Insurance shall provide general liability aggregate limits of not less than \$2,000,000 (including the coverage specified above) and not less than \$1,000,000 per occurrence. A copy of the Liability Insurance policy, including the declarations pages and the specific endorsement naming Us as an additional insured will be provided to Us on Our request.
8. Vehicle Insurance. You shall, at Your own expense, maintain business motor vehicle liability insurance (“Vehicle Insurance”), including coverage for loading and unloading Equipment and hired motor vehicle physical damage insurance, covering owned, non-owned, hired and rented vehicles, including utility vehicles such as trailers. Coverage for physical damage shall include “comprehensive” and “collision” coverage. We shall be named as an additional insured with respect to the liability coverage, and as a loss payee with respect to the physical damage coverage. The Vehicle Insurance shall also include coverage for pollution, if caused by accident, caused by any vehicles. The Vehicle Insurance shall provide not less

than \$1,000,000 in combined single limits liability coverage and actual cash value for physical damage and shall provide that said insurance is primary coverage with respect to all insureds, the limits of which must be exhausted before any obligation arises under Our insurance. A copy of the Liability Insurance policy, including the declarations pages and the specific endorsement naming Us as an additional insured will be provided to Us on Our request.

9. Insurance Generally. All insurance maintained by You pursuant to the foregoing provisions shall contain a waiver of subrogation rights in respect of any liability imposed by this Agreement on You as against Us. You shall hold Us harmless from, and shall bear the expense of, any applicable deductible amounts and self insured retentions provided for by any of the insurance policies required to be maintained under this Agreement. In the event of loss, You shall promptly pay amount of the deductible amount or self-insured retention or the applicable portion thereof to Us or the insurance carrier, as applicable. Notwithstanding anything to the contrary contained in this Agreement, the fact that a loss may not be covered by insurance provided by You under this Agreement or, if covered, is subject to deductibles, retentions, conditions or limitations shall not affect Your liability for any loss. Should You fail to procure or pay the cost of maintaining in force the insurance specified herein, or to provide Us upon request with satisfactory evidence of the insurance, We may, but shall not be obliged to, procure the insurance and You shall reimburse Us on demand for its costs. Lapse or cancellation of the required insurance shall be deemed to be an immediate and automatic default of this agreement. The grant by You of a sublease of the Equipment rented/leased shall not affect Your obligation to procure insurance on Our behalf, or otherwise affect Your obligations under this Agreement.

10. Cancellation of Insurance. You and Your insurance company shall provide Us with not less than 30 days written notice prior to the effective date of any cancellation or material change to any insurance maintained by You pursuant to the foregoing provisions.

11. Certificates of Insurance. Before obtaining possession of the Equipment You shall provide to Us Certificates of Insurance confirming the coverages specified above. All certificates shall be signed by an authorized agent or representative of the insurance carrier.

12. Drivers. Any and all drivers who drive the Vehicles You are renting/leasing from Us shall be duly licensed, trained and qualified to drive vehicles of this type. Although We may, from time to time, recommend certain qualified drivers with whom We are familiar, We do not supply drivers. You must supply and employ any driver who drives Our Vehicles (even if the driver is the registered owner of the vehicle or owner of a company that owns the vehicle) and that driver shall be deemed to be Your employee for all purposes and shall be covered as an insured on all of Your applicable insurance policies.

13. Operators. Any and all Operators of the Equipment shall be duly experienced, trained and qualified to operate Equipment of this type. Although We may, from time to time, recommend certain qualified Operators with whom We are familiar, We do not supply Operators. You must supply and employ any Operator who operates the Equipment (even if the Operator is the owner of the Equipment or owner of a company that owns the Equipment) and that Operator shall be deemed to be Your employee and acting under Your supervision or control for all purposes and shall be covered as an insured on all of Your applicable insurance policies.

14. Compliance With Law and Regulations. You agree to comply with the laws of all states in which the Equipment is transported and/or used as well as all federal and local laws, regulations, and ordinances pertaining to the transportation and use of such Equipment. Without limiting the generality of the foregoing and by way of example, You shall at all times (i) display all necessary and proper placards; (ii) obtain all necessary permits; and (iii) keep all required logs and records. You shall indemnify and hold Us harmless from and against any and all fines, levies, penalties, taxes and seizures by any governmental authority in connection with or as a result of Your possession or use of the Equipment including, without limitation, the full replacement value of the Equipment in the event of seizure or impound, including Our reasonable costs and reasonable attorney fees.

15. Valuation of Loss/Our Liability is Limited. Unless otherwise agreed in writing, You shall be responsible to Us for the replacement cost value or repair cost of the Equipment (if the Equipment can be restored, by repair, to its pre-loss condition) whichever is less. If there is a reason to believe a theft has occurred, You shall file a police report. Loss of use shall be calculated at the rental rate provided for in this Agreement. Accrued rental charges shall not be applied against the purchase price or cost of repair of the lost, stolen or damaged Equipment. In the event of loss for which We are responsible, Our liability will be limited to the contract price and We will, in no event, be liable for any consequential, special or incidental damages.

16. Subrogation. You hereby agree that We shall be subrogated to any recovery rights You may have for damage to the Equipment.

17. Bailment. This agreement constitutes an Agreement or bailment of the Equipment and is not a sale or the creation of a security interest. You will not have, or at any time acquire, any right, title, or interest in the Equipment, except the right to possession and use as provided for in this Agreement. We will at all times be the sole owner of the Equipment.

18. Condition of Equipment. You assume all obligation and liability with respect to the possession of Equipment, and for its use, condition and storage during the term of this Agreement except as otherwise set forth herein. You will, at Your own

expense, maintain the Equipment in good mechanical condition and running order. The rent on any of the Equipment will not be prorated or abated while the Equipment is being serviced or repaired for any reason for which You are liable. We will not be under any liability or obligation in any manner to provide service, maintenance, repairs, or parts for the Equipment, except as otherwise specially agreed by Us in writing. All installations, replacements, and substitutions of parts or accessories with respect to any of the Equipment will become part of the Equipment and will be owned by Us.

19. Identity. We will have the right to place and maintain on the exterior or interior of each piece of property covered by this Agreement the following inscription: *Property of Birns & Sawyer*. You will not remove, obscure, or deface the inscription or permit any other person to do so.

20. Expenses. You will be responsible for all expenses, including but not limited to fuel, lubricants, and all other charges in connection with the operation of the Equipment.

21. Accident Reports. If any of the Equipment is damaged, lost stolen, or destroyed, or if any person is injured or dies, or if any property is damaged as a result of its use, maintenance, or possession, You will promptly notify Us of the occurrence, and will file all necessary accident reports, including those required by law and those required applicable insurers. You, Your employees, and agents will cooperate fully with Us and all insurers providing insurance under this Agreement in the investigation and defense of any claims. You will promptly deliver to Us any documents served or delivered to You, Your employees, or Your agents in connection with any claim or proceeding at law or in equity begun or threatened against You, Us, or both You and Us.

22. Default - If You fail to pay any portion or installment of the total fees payable hereunder or You otherwise materially breach this Agreement, then such failure or breach shall constitute a default ("Default"). Upon the occurrence of any such Default, and in addition to all other rights and remedies available at law or in equity, We shall have the right, at Our option, to terminate this Agreement and cease performance hereunder. You further agree that the continuation of Our performance hereunder after a Default shall not constitute a waiver or operate as any form of estoppel with respect to Our later assertion of Our right to cease such performance at any time so long as such Default has not been cured.

23. Return. Upon the expiration date of this Agreement with respect to any or all Equipment, You will return the property to Us, together with all accessories, free from all damage and in the same condition and appearance as when received by You.

24. Additional Equipment. Additional Equipment may from time to time be added as the subject matter of this Agreement as agreed on by the parties. Any additional property will be added in an amendment describing the property, the monthly rental, security deposit, and stipulated loss value of the additional Equipment. All amendments must be in writing and signed by both parties. Other than by this amendment procedure, this Agreement may not be amended, modified, or altered in any manner except in writing signed by both parties.

25. Entire Agreement. This Agreement and any attached schedules, which are incorporated by reference and made an integral part of the Agreement, constitute the entire agreement between the parties. No agreements, representations, or warranties other than those specifically set forth in this Agreement or in the attached schedules will be binding on any of the parties unless set forth in writing and signed by both parties.

26. Applicable Law. This Agreement will be deemed to be executed and delivered in Los Angeles, California, and governed by the laws of the State of California.

27. Arbitration. Any controversy or claim arising out of or related to this Agreement or breach of this Agreement will be settled by binding arbitration, in Los Angeles, California, under the auspices of the Judicial Arbitration and Mediation Service ("JAMS"). The arbitration will be conducted by a single arbitrator under JAMS Streamlined Arbitration Rules. The decision and award of the arbitrator will be final and binding and any award may be entered in any court having jurisdiction. The prevailing party in any such arbitration shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief granted.

28. Severability. If any provision of this Agreement or the application of any of its provisions to any party or circumstance is held invalid or unenforceable, the remainder of this Agreement, and the application of those provisions to the other parties or circumstances, will remain valid and in full force and effect.

29. Facsimile/Scanned Signature. This Agreement may be executed in counterparts and by facsimile signature or signature that is scanned and transmitted by e-mail; such forms of signature shall be deemed to be original and fully binding.

ACKNOWLEDGED AND AGREED BY AUTHORIZED REPRESENTATIVE:

(LESSEE) PLEASE PRINT YOUR NAME

LESSEE SIGNATURE

DATE: _____



Sample Insurance Certificate

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Mm/dd/yyyy

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Services ← Insurance Agency Servicing Your Policy 1234 First Street Not Your Town, CA 12345	CONTACT NAME: Account Representative Name At Agency
	PHONE (A/C, No, Ext): ###-###-#### FAX (A/C, No): ###-###-#### E-MAIL ADDRESS: EMAIL of Contact at Agency
INSURED Production Company USA ← Production Company Being Insured (Needs to Match name on the rental agreement) 5678 Second Street Your Town, CA 12345	INSURER(S) AFFORDING COVERAGE
	INSURER A: Insurance Carrier Name NAIC #: #####
	INSURER B:
	INSURER C:
	INSURER D: Name of the Insurance Carrier
	INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			111111	Mm/dd/yyyy	Mm/dd/yyyy	GENERAL AGGREGATE \$1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						Policy must have a minimum of these limits	PRODUCTS - COMP/OP AGG \$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR							PERSONAL & ADV INJURY \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							FIRE DAMAGE (Any one fire) \$50,000
								MED EXP (Any one person) \$5,000
								\$
A	AUTOMOBILE LIABILITY			1111115	Mm/dd/yyyy	Mm/dd/yyyy	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000	
	<input type="checkbox"/> ANY AUTO						← If renting a vehicle, this section must be completed →	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTO	<input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$ Must be at least the replacement cost of the vehicle rented
							\$	
A	UMBRELLA LIAB			1111114	Mm/dd/yyyy	Mm/dd/yyyy	EACH OCCURRENCE \$	
	EXCESS LIAB						AGGREGATE \$	
	DED RETENTION \$						\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1111112	Mm/dd/yyyy	Mm/dd/yyyy	WC STATUTORY LIMITS OTH-ER \$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						← If your company has employees, this section must be completed →	E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$1,000,000
								E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Inland Marine Equipment Floater (Equipment Coverage)			1111112	Mm/dd/yyyy	Mm/dd/yyyy	Miscellaneous Rented Equipment \$ Total Replacement Cost of equipment being rented Deductible \$No more than \$5,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The certificate holder is named as loss payee and additional insured.
Miscellaneous Equipment does NOT include an Unattended or Unlocked Vehicle Exclusion.

CERTIFICATE HOLDER Birns & Sawyer 5275 Craner Avenue North Hollywood, CA 91601	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Signature of Licensed Representative</i>