



Please provide all of the following listed requirements.

Note: All property rentals require insurance certificate, no exceptions.

ALL CUSTOMER ACCOUNTS

- Certificate of Liability Insurance with the following listed as certificate holder.
Universal City Studios LLC, its parents, subsidiaries, and affiliates" stated as the loss payee and additionally insured.
Property Department
100 Universal City Plaza
Property Dept, Bldg. 8166
Universal City, Ca 91608

Coverage: Liability Coverage minimum 1 million and Property Coverage.
Waiver of subrogation required.

CASH CUSTOMER ACCOUNT

- **DEPOSIT: CASH, CREDIT CARD, and CASHIERS CHECK ACCEPTED.**
Replacement value of the rental **or** \$2,500.00 unless, insurance deductible is greater.
Deposit will be fully refundable and mailed once someone calls or comes in to close show.
- **RENTAL UP-FRONT:** Forms of payment accepted: **CASH, CREDIT CARD** (set up account on payment portal at nbcupayments.nbcuni.com and send us customer ID#) and **CASHIERS CHECKS.**
Please note: there is a daily \$40 minimum for Property and Drapery department orders. Hold tags up to 5 days in advance maximum.

PURCHASE ORDER ACCOUNT

- Credit Application can be found on our website at props.universalstudios.com
- Applications processed by Universal Studios Credit Department may take 3 - 7 days to approve.
- For any questions regarding a Net 30 account please call Cris Quiben at (818) 777-1613.

Email: universal.property@nbcuni.com

Website: props.universalstudios.com

Payment portal: nbcupayments.nbcuni.com

Main office: (818)777-2784 fax: (818) 866-1543