



**Universal City Studios  
Property Department**

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Universal City, CA 91608  
(818)777-2784 - Fax (818) 866-1543  
email: universal.property@nbcuni.com  
website: props.universalstudios.com

**RENTAL / LABOR  
AGREEMENT**

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<b>DATE:</b>
Set Decorator/Prod Designer:
E-mail:
Phone:
<b>Lead Person:</b>
E-mail:
Phone:

Production Title:
Expected Wrap:
Prod. Type: Feature, Comm, TV, Web, Other _____ (Circle one or explain)
Production Company:
Address:
City: State Zip
Producer's Name:
Phone:
E-Mail:
Art Dept Coordinator:
RENTER HEREBY ACKNOWLEDGES AND AGREES THAT STUDIO PROVIDES ALL ITEMS ON AN "AS IS" BASIS. THE STUDIO IS NOT A DEALER, DOES NOT MAKE ANY REPRESENTATION, WARRANTY OR COVENANT WITH RESPECT TO THE CONDITION OF THE ITEM(S) IN ANY RESPECT OR ITS FITNESS FOR ANY PARTICULAR USE, OR ANY OTHER REPRESENTATION, WARRANTY OR COVENANT EXPRESS OR IMPLIED.
RENTER ACKNOWLEDGES THAT THE ITEMS RENTED HAVE THE VALUE AS STATED ON THE INVENTORY SHEETS, AND THAT IN THE EVENT THAT ANY ITEMS ARE LOST OR DESTROYED TO THE EXTENT THAT SUCH ITEMS CANNOT (IN STUDIO'S SOLE OPINION) BE UTILIZED, RENTER AGREES TO PROMPTLY PAY TO STUDIO THE STATED VALUE OF ANY SUCH LOST OR DESTROYED ITEMS.
RENTER AGREES TO PAY TO STUDIOS THE REPLACEMENT COST OF ANY ITEM WHICH IS DAMAGED TO THE EXTENT IT CANNOT (IN STUDIO'S SOLE DISCRETION) BE USED AGAIN. ACCORDINGLY, SHOULD ANY ITEM BE LOST, STOLEN OR DESTROYED TO THE EXTENT THAT IT CAN NO LONGER BE IDENTIFIED THEN RENTER SHALL BE DEEMED TO HAVE AGREED TO PAY SAID ITEM AT 3 TIMES THE VALUE AS SET FORTH ON THE INVENTORY SHEET(S)

**RENTAL POLICIES:**

- ***Weekly rentals -minimum rental fee is \$40.00.***
- It is strictly prohibited to paint or alter any item without prior authorization.
- Deposit is required for non-credit approved jobs.
- Hold tags must not exceed five (5) working days for the third floor and a maximum of ten (10) for all other departments, due to space limitations.
- Minimum of ten (10) items are required in order to hold a cart.
- Any items returned without proper padding will have an automatic \$100.00 charge in addition to damages.
- Restocking fee: 20% of rental rate will be applied to all cancelled orders.
- Damages must be reported to the personnel and recorded in the system before leaving the dock.
- All loss & damage items will be charged at 3 times the replacement value.
- Director approvals are 24 hours Monday through Thursday only.

**X**  
BY EXECUTION OF THIS DOCUMENT, RENTER HEREBY ACKNOWLEDGES ITEM(S) NOTED ON THE INVENTORY SHEET(S) RECEIVED BY RENTER, FROM TIME TO TIME, PURSUIT TO THE AGREEMENT WHERE RECEIVED IN SATISFACTORY CONDITON. FURTHER, RENTER AGREES TO BE BOUND BY THE RENTAL TERMS AND CONDITIONS CONTAINED ON THIS DOCUMENT, AND AGREES THAT THE PERSON SO EXECUTING THIS DOCUMENT IS DULY AUTHORIZED TO BIND RENTER TO ALL SUCH TERMS AND CONDITIONS SET FORTH HEREIN ABOVE.

<b>FOR OFFICE USE ONLY</b>

<b>DEPOSIT INFO:</b>

# NBCUniversal

## STUDIO OPERATIONS

### CREDIT CARD AUTHORIZATION

To ensure the security of your credit card, Universal is now using our web-based payment portal which allows you to authorize Universal to use your credit card for all **Rentals, Sales and Deposits**.

On this portal you will

- Click on and choose the correct department you will be working with
- Set up your project
- Add authorize users/ People picking up items
- Receive a customer ID number (We will need this number to set up your project)

**PLEASE SAVE YOUR CUSTOMER ID NUMBER IN ORDER TO ACCESS YOUR INFORMATION IN THE FUTURE.**

Link to NBCU Payment Portal

<https://nbcupayments.nbcuni.com/>