



Crew and Rental Policies

PLEASE READ CAREFULLY

Prior to crew hire and / or renting equipment the following paperwork must be on file. Crew and equipment availability is not confirmed until paperwork is completed.

- Signed Estimate
- Signed Rental & Crew agreement form
- Credit Card Authorization form with a copy of your Driver's License and Credit Card.
- Insurance Certificate naming Visions of Light, Inc. as both Additional Insured and Loss Payee with coverage consistent with the equipment and / or vehicles being rented.

RENTAL TERMS:

- Minimum daily rental is \$200.
- Minimum rental period is one day.
- Special rates for a week or longer are available.
- Unless other arrangements have been made equipment rentals must be returned before 11:00 am or full rental will be charged for that day. Equipment may be picked up after 3:00 pm the day before the start of the rental period.
- All pickups and returns are by appointment only.
- Vehicle rentals are on a daily basis. Daily rental charges accrue for each day a vehicle is in the possession of Lessee or it's agents.

INSURANCE TERMS:

All Rental Orders:

- Visions of Light, Inc. needs to be named additional insured and loss payee.
- General Liability coverage, minimum \$1,000,000 per occurrence.
- Miscellaneous Rented Equipment, minimum \$20,000 (more may be required to cover the replacement cost of rented equipment)

Rentals including vehicles:

- Hired Auto and Non-owned Auto
- Physical damage, \$75,000 minimum per auto.
- A certificate of insurance is not provided prior to the start of production a 20% fee will be added to the cost of the invoice. In instances where Visions of Light supplies the insurance client and/ or lessee is responsible for the deductible of \$2,500. We may place a hold on your credit card for the deductible amount.

Certificate holder should be listed as:

Visions of Light, Inc.
514 Cheyenne Trail
Carol Stream, IL 60188

CREW TERMS:

- Crew labor rates are based on 10 hours on location within the Chicago Zone.
- (a radius of 40 miles from State and Madison, Chicago).
- Time and a half is charged after 10 hours, Double time after 12 hours.
- Drivers are billed "portal to portal" from Carol Stream, IL overtime may apply.
- A minimum of a 30 minute scheduled lunch is required and included "on the clock" per 10 hours.
- One hotel room per crew member is required for out of town shoots.

CANCELATION FEES:

- Equipment rentals cancelled less than 24 business hours prior to pick up will result in a full day charge.
- Crew and vehicle rentals cancelled less than 48 business hours prior to shoot will result in a full day charge.
- Business hours are Monday through Friday. Saturdays, Sundays and holidays are not included in Cancellation policy hours.

OTHER TERMS & CONDITIONS

- Mileage rates may vary. Vans and trucks are billed at a higher rate than standard IRS mileage rates.
- All expendables, hard drives, travel and lodging expenses, vehicle mileage, parking, airfare, per diem costs and other “out of pocket” expenses are additional and / or available by bid.
- Equipment returned in excessively dirty, stained, or water-damaged condition will incur a cleaning fee.

PAYMENT POLICIES

Your payment terms are specified on the estimate and final invoice. Accounts and / or invoices that are past due beyond the customer’s terms are subject to an additional 2% per month (24% per year) service charge. Out of town customers are C.O.D. unless other arrangements are made prior to booking. Your credit card will be charged automatically unless a check is presented at the end of the final shoot day. Expenses such as expendables, parking and mileage can be invoiced separately. Shoot files, hard drives or other materials will only be released upon payment in full. Credit card forms are required for all rentals. Your card will not be charged if paying by check within your specified payment terms.

- Your credit card will automatically be charged on the final day of your terms if payment is not received. If your terms are “due upon receipt” you have 5 days from receipt of invoice for payment to be received.
- Payments can be made with Cash, Check, Credit Card or PayPal. If paying by check, make checks payable to “Visions of Light, Inc.”
- Your credit card may be pre-authorized in the amount of your rental or production and up to an additional \$300 for mileage and expendables if renting a grip truck or van package. If you choose to pay by check the credit authorization will be released. We may also pre-authorize your card for the deductible on your insurance policy.
- Deposits may be required for large rentals, productions or long term projects. All deposits are non-refundable.
- 4% processing fee will be added to invoice total for credit card payment, 5% for customers with cards from outside of the USA.
- Out of country clients are C.O.D. by credit card only and will incur a 5% processing fee.
- Prices and specifications in our catalog are subject to change without notice. Rates will always be negotiable, as every shoot is different. Any rate concessions must be arranged in advance. These policies are subject to change without notice at any time by Visions of Light, Inc.. and/ or it’s subcontractors, or agents.

LESSEE

Signature

Company Name

Printed Name

Date

Company Address

Name and signature must match credit card form & estimate.



Credit Card Authorization Agreement

All rentals and crew hires require a credit card form on file. Your credit card will not be charged if paying by check or wire transfer.

Cardholder Name: _____

Cardholder E-mail: _____

Billing Address: _____

Credit Card Type: ___ Visa ___ Mastercard ___ Discover ___ Amex

Credit Card Number: _____

Security Code: _____ Expiration Date: _____
(last 3 digits located on the back of the credit card)

Amount to Charge: \$ _____ (USD) Invoice/ Quote # _____

Credit Card Terms (Please Circle):

Blanket Agreement

Single-Use Agreement

In circling Blanket Agreement, I agree to authorize that my credit card provided will be used to charge this present invoice and future transactions.

By signing this agreement I authorize Visions of Light, Inc. to charge the agreed amount listed above and any additional incidentals or additions to my credit card provided herein. I also authorize charges for lost or damaged items up to the full amount of the insurance deductible. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement. I understand that a 4% fee (5% for international credit cards) maybe added to cover the cost of credit card processing fees.

Print: _____

Name and signature must match card, estimate & crew and rental agreement.

Signed: _____

Dated: _____

By signing this agreement you also acknowledge and agree to Visions of Light, Inc's standard crew and rental policies.



Credit Card Authorization Agreement

PLEASE INCLUDE FRONT
OF CREDIT CARD

PLEASE INCLUDE BACK
OF CREDIT CARD



Credit Card Authorization Agreement

PLEASE INCLUDE FRONT
OF DRIVERS LICENSE
OR PHOTO ID