



5475 TULANE DR. SW ATL 30336 • PROPS@ATLIERPROPS.COM • (404) 996-2302

GENERAL INFORMATION

PROP RENTAL TERMS & CONDITIONS

ATLiER's complete Prop Catalog is available online at ATLierprops.com. ATLiER can be contacted via e-mail at Props@ATLierProps.com or calling (404) 996-2302, Monday thru Friday, 9am to 6pm. Prop viewings are by appointment only. Contact us to schedule an appointment, check availability of props, or place items on hold.

To place a reservation and confirm a rental order, please sign and return this document to ATLiER via e-mail - along with a Credit Card Authorization.

Rates & Terms

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 (including weekends and holidays). We do not pro-rate for early returns.

If an order is cancelled after it has been processed and pulled to the shipping dock for pick-up, a 25% re-stocking fee (handling charge) will be assessed for those items that were already packed for shipment.

Condition

We strive to keep our props & furniture in the best possible condition, and to represent them accurately in our online catalog. However, all items are rented AS-IS. If you have any question about the appearance or condition of an item, we encourage you to make an appointment to view items in-person prior to renting or to call and discuss with an ATLiER representative.

Payment

Payment is required and the deposit received before any items can be picked up. Payments can be made via check, credit card, cash or wire transfer. We Do Not Accept PO's.

If you have any special requests regarding payments, please call 404.996.2302 and speak to management to make arrangements.

Credit Cards

A credit card authorization form must accompany all orders. The credit card authorization form authorizes ATLiER 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 damage, the hold will be released. If props are lost, damaged and/or returned late, ATLiER will notify the cardholder and/or the set decorator of the fees involved before the charges are placed on the card.

Deposit Requirements and Insurance

If paying by check or cash, a credit card authorization as described above or a deposit check will be held until all items are returned in satisfactory condition. With an insurance binder, the deposit required is 25% of the replacement value of the items to be rented; without an insurance binder, the deposit required is 50% of the replacement value of the items to be rented.

Insurance binders must list Atlier Props & Design, LLC as both "Loss Payee" and "Additional Insured". You are responsible for any and all damage to items beyond the original condition minus normal wear and tear. Damages may be billed as a repair, cleaning fee, or replacement. If the item is damaged beyond repair, you will be billed for the full fair market replacement value of the item.

Artwork Rental

License and Authorization: ATLiER authorizes the Renter to rent and film Artwork represented by ATLiER for the agreed upon Rental Fee and Rental Period through a licensing agreement secured between ATLiER Props and the Artist.

Obligations of Renter: The Renter acknowledges that for purposes of this contract, ATLiER maintains all rights to the Artwork and only releases permission for the rented Artwork to be filmed during the Rental Period. At no point, nor under any circumstances, is the Renter authorized to make a replica of the rented Artwork for any purpose or use the Artwork for any other purpose than being filmed during the Rental Period. The Renter shall not alter or make changes to the rented Artwork for any purpose. The Renter never owns the rights to the rented Artwork.

Pick up and Drop Off

ATLiER Props & Design is open for pick up and drop off Monday through Friday from **8am to 6pm**. When picking up please be sure to send enough crew members to load and unload the items. Also, bring enough rope, moving blankets, etc. to secure the safety of the items.

Production Rental Discounts

We offer production rental discounts to our customers, but they are not automatic. They must be approved at the time the order is placed by an ATLiER manager or authorized representative.

Production rental discounts run as follows:

First week	Full price
Second week	50% discount
Third week	50% discount
Fourth week	Free of charge

It is important to note that if orders are returned after the production rental time period expires, weekly late charges accrue at the rate of 50% of the first week rental.

Film Fatales and Women in Film members receive a 20% discount on their total rental. Membership must be confirmed **prior** to the rental period and approved by management to receive discount.

Student discounts

Requests for student discounts (50%) must be submitted to an ATLiER manager for approval prior to the rental period. In order to process a discount, we will require:

- A valid student identification card.
- An email from a current instructor with sufficient educational credentials confirming that the order is for a student project. The letter should contain the name and phone number of a contact person at the school.

RENTAL AGREEMENT

By placing an order, you agree to indemnify and hold harmless ATLiER and its members, managers, employees, agents, attorneys, and assigns (collectively, "Indemnities"), from and against any and all claims, demands, actions, lawsuits, causes of action, liabilities, losses, costs, damages and expenses (including, without limitation, reasonable attorneys' fees) (collectively, the "Claims") which are made against any Indemnitee or are suffered, sustained, incurred or paid by any Indemnitee and which arise out of or relate in any manner to this Agreement, the rented products or their use, maintenance, or possession.

You acknowledge that ATLiER has all rights and interest in and to the rented products and you warrant that will keep all rented products free of all liens, levies and encumbrances and further acknowledges that you shall be responsible for all taxes, transportation charges, duties, broker fees, bonds, fines, forfeitures, penalties, and all other costs imposed upon the rental or use of the rented products. You agree not to pledge, mortgage, or encumber in any way the rented products, and any such attempted pledge, mortgage or encumbrance shall be null and void.

This Agreement and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of Georgia and subject to the exclusive jurisdiction of the federal and state courts located in Dekalb County, Georgia.

Please have an authorized representative from your company sign below and complete the Credit Card Authorization form on Page 3 of this document, and return to ATLiER via e-mail to PROPS@ATLiERProps.com.

I, _____, as an authorized agent of _____,
agree and accept this confirmation and the provisions contained therein

Signature

Date



5475 Tulane Drive ATL, GA 30336
Phone: (404) 996-2302

CREDIT CARD AUTHORIZATION

THIS INFORMATION IS HELD IN STRICT CONFIDENCE
ATLiER Does Not Keep Credit Card Information on File Unless Requested by the Card Holder

Dear Valued Customer:

In order to protect our customers and our business, we request that you provide us with the following information.

I, the undersigned, authorize ATLiER Props & Design, LLC to charge my credit card account described below upon my request:

Company Name: _____

Name on Card: _____

VISA MASTERCARD AMEX

Card Number _____ Exp Date _____

Security/CV Code _____

Job Name _____ Invoice # _____

Billing Address: _____

Cell Phone: _____ Work Phone: _____

I certify that all information stated above is true and correct

Cardholder Signature: _____ Date: _____

Print Name: _____

Please submit this authorization with a photocopy of the above credit card together with a photocopy of the cardholder's state issued I.D