

THE PROP STORE TERMS & CONDITIONS

FILM & TV ■ THEATRE ■ STILLS ■ EVENTS ■ PARTIES ABN 42 080 336 116

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TERMS 'Props' means the items hired out by the Owner to the Hirer. 'Hirer' means any person who requests the Owner to hire props to it, including its employees and agents. 'Owner' means The Prop Store, its employees and agents. 'Terms' mean these terms and conditions

OPENING HOURS Monday, Thursday & Friday 10am – 5pm, Wednesday 9am - 12noon

APPOINTMENTS Please make an appointment time for hiring & returning props: Ph 03 9391 3773

HIRE RATES

1 day - 1 week:	@ 20% total prop value + GST
2 week hire:	@ 25% total prop value + GST
3 week hire:	@ 30% total prop value + GST
4 week hire:	@ 35% total prop value + GST
6 week hire:	@ 40% total prop value + GST ■ For all longer hire periods the fee will be negotiated.

PAYMENTS Hire fees are payable upon or prior to props hire and collection unless otherwise arranged or on account. **Purchase Orders must be supplied if on account at the time of hiring.**
Acceptable forms of payment are:
■ Cash ■ Company Cheque ■ Eftpos & Credit Card (We don't accept Diners or Amex)
■ Direct Electronic Account Payments

DEPOSIT A Security Deposit must be paid with the hire fee at time of prop collection. It is determined by the value of props hired and is refundable upon return of props according to these terms and conditions.
Security deposits accepted are:
■ Cash ■ Official Purchase Order Numbers ■ Visa/Mastercard details & swipe
■ Company Cheque

CANCELLATIONS If the client (Hirer) decides to withdraw their order for any reason once the agreement has been signed all charges will be payable

RETURNS Hired props are to be returned by the agreed date. Late returns will incur additional hire fees as per the hire rates. All props are to be returned in the condition they were hired unless otherwise agreed, (see Alterations below). The Hirer will be charged additional costs for neglectful props returns.
■ Floor coverings, rugs etc. to be clean before being rolled up
■ Crockery/Glassware – to be washed if used
■ Soft furnishings, linen – to be clean & folded & washed if dirty.
■ General props – any dulling sprays, tape, staples, wire etc. to be removed

ALTERATIONS No alterations are to be made without prior agreement. Any alterations to props that lessen their value shall be returned to their original state at the discretion of The Prop Store at the Hirer's expense.

LOSS/DAMAGES If any of the props are lost or damaged the Hirer must immediately notify the owner. The Hirer is liable for any loss or damage once the props are hired, including during transport of the props unless arranged by us. The Hirer is liable for the following:
■ Any costs incurred by the owner in replacing or repairing the props
■ Hire charges for the props until repaired or replaced
■ Any costs incurred by the owner as a result of loss or damage to the props

INSURANCE Insurance is not covered by The Prop Store once the props are hired. The Hirer is responsible in maintaining all appropriate policies of insurance, covering liability, property and casualty insurances in amounts necessary to fully protect the owner and props against all claims, loss or damage.

I HAVE READ & AGREE TO THE TERMS & CONDITIONS ABOVE

Hirer's Name

Signature

Date

Hirer's Address

Contact No.