

# R&R Lighting Company Policies

We require the following from any persons renting equipment from us. Customers must present a major credit card and driver's license information in person prior to rental.

## 1) Valid Driver's License

## 2) Major Credit Card

Bank check cards and debit cards are acceptable for payment but not for security deposit.

Visa, Mastercard, American Express and Discover are accepted for payment as well as security deposit.

## 3) Insurance ACORD Form

R&R Lighting must be listed as additional insured and listed as loss payee.

Insurance is available through Marks Insurance at (301) 428-1850

Contact Debby Jefferies or Doug Marks for information

**OR**

Credit Card or Cash Deposit in the Amount of:

### Total Value

### Of Rental Equipment

### Deposit Needed

\$0 - \$500	\$50.00
\$501 - \$1,000	\$100.00
\$1,001 - \$2,500	\$200.00
\$2,501 - \$5,000	\$500.00
\$5,001 - \$7,500	\$1,000.00
\$7,501 - \$10,000	\$2,000.00
Over \$10,000	ACORD form required

### Reservation Policy

Customers must have completed Credit Card Authorization Form or an open Net 30 account to reserve equipment.

### 24 hour Cancellation Policy

Any order cancelled within 24 hours of the scheduled pickup or delivery of the order will be charged 100% of the total rental fee.

### Rental Charges

Rental equipment rates are based on a 24 hour rental. All rentals are due prior to 10:00am on the scheduled day of return. A one day rental fee will be charged for weekend rentals if the equipment is picked up after 3:00pm on Friday, or between 9:00am and 12:00pm on Saturday. Thursday PM or Friday pickup before 3:00pm will be charged two rental days for the weekend.

Please contact Gabe Torres at (301) 589-4997 if you have any questions regarding your rental needs.