

129 West 27th Street, New York, NY 10001
Tel: (212) 502-0900 • Fax: (212) 502-0906

Insurance Requirements

To Whom It May Concern:

The following information should be of assistance regarding insurance coverage:

Certificate Holder: HAND HELD FILMS, INC.
129 West 27th Street
New York, NY 10001

We are included as Loss Payee, Additional Insured and indicate "Replacement Cost".

All First Time Rentals are C.O.D., either a company/certified check, or any major credit card, i.e.: Visa, MasterCard, American Express or Discover (original card holder must be on premises to sign receipt). We also require a security deposit in the amount of your deductible. This check will be returned 5 business days after equipment has been checked in for any damaged or missing items.

Please call if you require further assistance and we will be happy to answer whatever questions you may have.

Thank you for considering Hand Held Films, Inc. for your upcoming rental.

Sincerely,
HHF Rental Department

Insurance Requirements

For your convenience, the following is an overview of the insurance policies at Hand Held Films.

1. The rental client should provide property coverage for no less than the total ***“replacement cost”*** of all the equipment to be rented.

(The amount of coverage should be enough to cover the rental equipment from Hand Held as well as any other equipment that the client is planning to rent elsewhere.)

2. The ***“replacement cost”*** of the equipment to be rented from Hand Held is listed on all “Quotes” received from Hand Held, or will be given to the client on request.

(This figure is an estimate based on current market replacement prices available and should not be considered to limit in any way the actual “replacement cost” figure.)

3. Hand Held must receive a current Insurance Certificate from the client which lists Hand Held Films, Inc. as both; (a) ***“additionally insured”*** (with regard to liability insurance) and (b) ***“loss payee”*** with regard to our interests in the property coverage.

4. The Insurance Certificate must show the ***total amount of coverage*** and must also show the ***deductible amount for the policy***.

5. ***If there is no deductible then that fact must be stipulated by the carrier on the certificate.***

6. The insurance certificate must stipulate that the rented equipment is being covered for ***“replacement cost”***.

7. Short term policies with a “Theft From An Unattended Vehicle” exclusion will NOT be accepted, and need to be revised with the exclusion removed. Please check the status of such policies with your broker.

***** Policies that do not cover the equipment for “replacement cost” are not acceptable. *****