



Vehicle Rental Agreement

BEFORE RESERVING A VEHICLE WITH HAND HELD FILMS:

- Production must provide an HHF-approved driver.
- Production must provide insurance for hired and non-owned autos.
- Production must provide a fully completed account application, with signed continuing guarantee and customer agreement.

For the safety and protection of Hand Held Films' vehicles, and the crew members that operate them, please read each line carefully and sign the following Vehicle Rental Agreement.

- Production shall provide vehicle insurance, which must include:
 - o Hired autos
 - o Non-owned autos
 - o Physical damage at no less than \$125,000.00 per vehicle rented
- Production shall retain a responsible and capable driver with a valid United States driver license for any rented vehicle.
- Production agrees to provide and retain one (1) driver for the duration of the vehicle rental.
- Production shall ensure that the aforementioned driver visits Hand Held Films to receive driver training on the rented vehicle prior to the day of check-out. The driver training takes a minimum of 30 minutes to complete and must be scheduled in advance. HHF will not release the truck until the driver training is complete and Hand Held Films is satisfied that the hired driver is capable of driving the rented vehicle.
- Driver must present a valid United States driver license at the time of the training; Hand Held Films has the right to refuse any driver that does not have a valid United States driver license.
- Driver must comply with all the driver training instructions and directives; driver will take a test drive with a Hand Held Films employee; Hand Held Films has the right to refuse any driver that is not capable or qualified to operate the rented vehicle, or any driver that is not willing to comply with the vehicle instructions.
- Production agrees to notify Hand Held Films immediately if the assigned driver is not driving the rented vehicle for any reason during the course of the vehicle rental; if a new driver is assigned to the vehicle, production must notify Hand Held Films immediately.
- Any damages or complications that arise due to the unauthorized change of driver, or general driver error, are the financial responsibility of production.
- All HHF trucks are equipped with a diesel particulate cleaning system as required by law. These systems require the operator preform a Diesel Particulate Filter (DPF) regeneration when needed. Instructions for doing so are posted in the truck on the driver side sun visor and they are covered in depth during the driver certification process at HHF. If this periodic cleansing is not



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performed within an hour of the first warning light, then the operation of the truck will be restricted. Failure to do a DPF regeneration can result in the truck's speed being limited to 20 MPH or, even worse, the truck needing to be towed to a certified repair technician. Please make sure the importance of this procedure is understood by all necessary personnel in order to avoid a time consuming and costly repair.

- Idling of the trucks is not permitted; idling violates local laws and voids manufacturer warranty of the vehicle; production will be responsible for any damages to the truck related to excessive idling (this can exceed \$2,000.00); all Hand Held Films trucks are certified Clean Idle and not designed to be run for extended periods of time unless driving.
- All traffic, idling and parking violations are the financial responsibility of production and will be invoiced upon return of the vehicle. All tolls paid with the EZ-Pass account will be invoiced as well. These invoices may take a few weeks to a few months to generate due to the billing cycles of EZ-Pass, DEP and Fleet NYC.
- Trucks are rented with a full tank of diesel; trucks must be returned with a full tank of diesel otherwise the client will be charged to fill the remainder of the tank. Production is responsible for the cost of filling the tank, in addition to a \$75.00 refueling surcharge.
- A cleaning fee at Hand Held Films' discretion will apply for all trucks returned in worse condition than they were rented out in. There is NO SMOKING allowed in the cab or the box of the trucks.
- Hand Held Films provides drivers/driver swings at the request of production; the daily rate for a driver/driver swing can be negotiated directly with the hired crewmember; production agrees to make all labor payments directly to the hired crewmember.
- Vehicle rentals are subject to the terms and conditions stipulated in Rental Agreement.

Please contact us for a further explanation of this agreement and any vehicle rules.

Signature _____ Date _____

Print Name and Title _____

Driver Name _____ Phone # _____

Production Name _____ HHF Job # _____

Production Dates _____ Truck Description _____