



NEW CLIENT SETUP GUIDELINES

Thank you for contacting HD House with reference to your upcoming equipment rental!

Our requirements for new clients are as follows:

**A) HD House Rental Agreement filled out and initialed on every page (all sections).
Trade References or Local References are required.**

B) Copy of Driver's License of responsible party.

C) Florida Entertainment Sales Tax Exemption Certificate: if you do not provide this, there will be a 7% sales tax added to your order. You can apply for this at filminflorida.com!

D) Certificate of Insurance: All rentals for equipment packages valued over \$2000.00 require a valid COI. The Certificate of Insurance should include General Liability coverage of \$1,000,000 USD and Misc. Rented Equipment coverage ("Property") for a limit adequate to cover the replacement value of the equipment package being rented. Coverage must include "worldwide" and "in-transit" coverage.

Certificate Holder shall be listed as:

**HD House LLC
6308 NW 77th Court
Miami FL 33166**

And the following verbiage should be included on the COI:

"Certificate holder is named as Additional Insured with respect to General Liability and Loss Payee with respect to Misc. Rented Equipment coverage."

E) First-time rentals will be charged in full, up-front. Acceptable forms of payment include: Zelle (gaston@thehdhouse.com), Paypal (info@thehdhouse.com), Wire or ACH, or Credit Card [a credit card auth. form with a copy of a credit card and driver's license will be required]. Please note: a 3.5% service charge will be added to all credit card transactions.

F) All documents must be received 24 hours prior to a rental. Payment must be received prior to pick-up.

For information, contact:

**Samantha Harter, General Manager
Office 305-597-7359 // Cell: 786-239-2748
Email: samantha@thehdhouse.com**