



## 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). **Two trade References or Local Industry 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 [www.filminflorida.com](http://www.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" (if shooting outside the USA) and "in-transit" coverage.

**Certificate Holder shall be listed as:**

**HD House LLC  
6308 NW 77<sup>th</sup> 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 may be charged up-front. Acceptable forms of payment include: E-Check ([info@thehdhouse.com](mailto:info@thehdhouse.com)), Zelle (code = [gaston@thehdhouse.com](mailto:gaston@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 4% 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: [info@thehdhouse.com](mailto:info@thehdhouse.com)**