

## **G44 Rentals Orientation Handout**

### **How To Take A Booking**

- Bookings can be made directly on the Booking Calendar, by phone or in person. Don't forget to add additional info or items in the text box.
- Keep in mind you must pick up rentals during Gallery hours. 11:00 – 5:00, Tuesday to Saturday only.
- Weekend Bookings are from Friday or Saturday to Tuesday and are charged as a 1.5 day rental.
- Rentals can be made for up to a week and are charged as 3-day rentals. Rentals longer than one week are subject to approval.
- Cancellations or changes should be made a minimum of 24 hours before the booking.

### **How To Rent Out Equipment**

- When you rent equipment, you will be given a rental form to fill out. You are required to fill out your info, confirm your pick-up/return times, rate, sign the rental agreement and check all equipment.
- You will be required to pay before the rental is released. We accept Debit, VISA, Mastercard, cash and Cheques.
- Also, VISA/Mastercard info will be required to be held in the event of late returns, loss, damages, etc. to cover the Insurance deductible.
- Once equipment is gathered, you are required to check to ensure that all listed parts of each kit is accounted for and check off each part on the *Rental Form*, as once the equipment leaves the Gallery 44 office, it is deemed in working condition and complete.
- Please recharge batteries before you return equipment. If you cannot, let the gallery staff know when returning so that we know they need to be charged.

### **Equipment Returns For Overnight Rentals**

- Members are to return equipment between 11:00am and 12:00pm on the stated return date.
- When you return equipment, a staff member will check the boxes on *Rental Form* to ensure that all equipment kits and their contents are accounted for.
- If equipment is missing, damaged or stolen, you may be charged for the appropriate cost or the cost of the insurance deductible, as stated in the rental agreement.

## **Equipment Returns For Day Rentals**

- When you rent equipment for use in the studio downstairs, it is recommended that you begin clean up by 4:30pm, as the equipment should be returned no later than 5pm.
- If equipment is returned later than 5pm, the staff member will make note and you may be charged a 50% late fee.

## **How To Check The Equipment**

Though the Facilities Coordinator checks all returned equipment, it is recommended that members check camera and lighting equipment to ensure it is properly working before taking it from the Gallery.

### **Hasselblad/Nikon/Canon:**

1. Turn on camera, and remove lens cap
2. Make sure the Auto Focus function is on
3. Lightly press shutter to ensure that Auto Focus is functioning. The lens should automatically focus on the selected area.
4. Click shutter fully to take a photograph (choose something with minimal detail to shoot).
5. Go to view mode to inspect that the photograph shows no flaws that could be attributed to lens malfunction or sensor malfunction. Look for discolorations, hair, dust, cracks, etc.

### **Bowens Strobe Sets:**

1. Open Bowens cases and remove each strobe head
2. Take one AC cord and plug into the back of strobe and then into the wall.
3. Turn on strobe light, and hit the flash button.
4. If it fires then head is in fine shape. Proceed to test remaining lights.

Item	Day	Weekend†	Week
Hasselblad H3DII Kit (80mm, 50-110mm)	\$60	\$90	\$180
Nikon D800 Kit (24-70mm, 50mm)	\$60	\$90	\$180
Canon 5D MkII Kit (24-70mm)	\$50	\$80	\$150
Olympus Stylus Epic 35mm Point-and-Shoot	\$10	\$15	\$30
Nikon F100 35mm Kit	\$10	\$15	\$30
Mamiya RZ67 Medium Format Kit	\$30	\$45	\$90
Toyo 4 x 5 Kit	\$30	\$45	\$90
Deardorff 8 x 10 Kit	\$30	\$45	\$90
Bowens Travel Strobe Kit (2 strobe heads)	\$30	\$45	\$90
Bowens Studio Strobe Kit (3 strobe heads)	\$45	\$65	\$135
Lowel Tota Tungsten Light Kit	\$20	\$45	\$120
Individual Lenses	\$18	\$27	\$54
Nikon SB-910 Flash <sup>o</sup>	\$18	\$27	\$54
Pocket Wizard Tranceiver <sup>oo</sup> (2)	\$18	\$27	\$54
Gitzo Tripod	\$18	\$27	\$54
Sekonic L-358 Lightmeter <sup>oo</sup> (2 kits)	\$18	\$27	\$54
42" Reflector <sup>oo</sup>	\$10	\$15	\$30
EyeOne Monitor Calibrator	\$10	\$15	\$30
Rode On Camera Microphone	\$10	\$15	\$30
340 sqft Shooting Studio	\$60		
Full Studio Kit (One Camera, Bowens Studio Kit, Studio)	\$100		