



Holzmüller Rental Department Payment and Deposit Requirements

Thank you for placing an order with us. This is a list of our policies regarding payments and deposits on our rental gear. Please read this thoroughly in order to prevent confusion and delays in your order.

Payments

- Unless you have established a credit account in good standing with Holzmüller, payments on all rental items must be made **at the time the order is picked up**, or before.
- You may pay for your order with **cash, check or credit card**. We accept **Visa, Master Card and American Express**. For check purchases, we require that the check be pre-imprinted with a current address, and we will require a telephone number and valid California Driver's License
- If your order is being delivered, we must receive payment in advance.
- There is a \$25 fee on all returned checks.
- Special orders on expendables, such as custom gobos, must be paid for when the order is placed.

Deposits

- Deposits are required on all rentals if you do not hold a valid credit account with Holzmüller. No exceptions.
- The deposit consists of an imprint of a credit card as well as the California Driver's License of the person whose name is on the card.
We will hold the imprint of this card until the rental is returned in full. If all of the gear is returned and there is no damage, the charge slip will be shredded.
- We cannot accept a check for a deposit.
- If your order is being delivered by Holzmüller or picked up by someone other than the person whose name is on the credit card, the Holzmüller Credit Authorization Form must be filled out in full and be faxed to (415) 695-8293 **prior to the rental gear leaving the building.**
- **Any order containing moving lights, truss or chain motors requires that we have a certificate of insurance for at least 1 million dollars on file from you or your company.**

These policies are in order to protect you as well as Holzmüller; therefore we cannot make any exceptions. We want your event, as well as all of our other customers' events, to be as successful and problem free as possible. In order to accomplish this, please be prepared when we ask you for payment and deposit information.

Thank you,
The Holzmüller Rental Department
415-826-8383
415-695-8293 Fax or Email: rental@holzmueller.com

HOLZMUELLER PRODUCTIONS Credit / Deposit Authorization Form

**Please complete below information and fax back to 415/695-8293
authorizing HolzmueLLer Productions to process your Quote / Order / Invoice.**

In reference to Quote / Order/ Invoice# _____

Customer / Company Name _____

Cardholder Name (please print) _____

Credit Card Number * _____

Expiration Date: Month / Year _____

Credit Card:

☐ American Express

☐ Visa*

☐ MasterCard*

No Debit or Check Card Please

* for Visa and MasterCard
include the 3-4 digit code
on back of card
(required to process)

Address information - as listed on Credit Card Statement:

Street Address / P.O. Box _____

City / State / Country _____

Zip Code _____

Rental Customers- Please include information below

Driver's Licence # (If not CA license, please include a
photocopy of the ID) _____

ID Expiration Date _____

Address for the Licence, if different from above _____

City, State, Zip _____

PHONE NUMBER: _____

Check here if this information is to be used for deposit only

☐

(Please note if you check this box this card will not be charged for the cost of the rental. We must receive another form of payment before any rental or sales items may leave HolzmueLLer.)

I hereby state that I am the authorized signer for this credit card and I authorize HolzmueLLer to charge the amount stated below. I also authorize this information to be used as a deposit against loss or damage of rental gear, should any occur, in following with the policies on the attached HolzmueLLer Rental Contract.

Authorized Signature _____

\$ _____
Amount to be Charged