



## **Holzmueller 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 Holzmueller, 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, MasterCard 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 Holzmueller. 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 Holzmueller or picked up by someone other than the person whose name is on the credit card, the Holzmueller Credit Authorization Form must be filled out in full and be emailed to [rental@holzmueller.com](mailto:rental@holzmueller.com) **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 Holzmueller; 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 Holzmueller Rental Department  
415-826-8383  
Email: [rental@holzmueller.com](mailto:rental@holzmueller.com)

# HOLZMUELLER PRODUCTIONS Credit / Deposit Authorization Form

Please fill out and send via Email: [rental@holzmueller.com](mailto:rental@holzmueller.com) or Fax: 415-826-2608

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:	<input type="checkbox"/>	American Express
	<input type="checkbox"/>	Visa*
	<input type="checkbox"/>	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