



# NAPA VALLEY TV

## Video Equipment Checkout Form

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Title: \_\_\_\_\_ Producer: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_ **(No later than 5:30 pm)** Return Date: \_\_\_\_\_ **(No later than 12:00 pm)**

**Check-Out # \_\_\_ of 3 (NVTV equipment is limited to THREE checkouts before a show must be submitted for air)**

ITEMS	OUT	IN
<b>Camera Kits:</b> <input type="checkbox"/> Sony NX70 <u>A</u> <u>B</u> <u>C</u> <input type="checkbox"/> GoPro HD Hero2 (Sony Camera Kits Include: Camera, Spare Battery, 2 XLR Cables, and Headphones)		
<b>Tripod:</b> <input type="checkbox"/> Bogen Tripod with Mounting Plate & Case		
<b>Cables:</b> <input type="checkbox"/> XLR <input type="checkbox"/> XLR to Mini Plug <input type="checkbox"/> XLR to 1/4" <input type="checkbox"/> XLR to RCA <input type="checkbox"/> BNC Video Cable		
<b>Lights:</b> <input type="checkbox"/> Lowel Light Kit With Case <input type="checkbox"/> On-Camera LED Light <input type="checkbox"/> Photoflex Light Reflect		
<b>Mic:</b> _____ Sennheiser EW100 Wireless Kit _____ Shure Clip-On Lapel Mic _____ Shure Handheld Mic w/Case <input type="checkbox"/> Mic Stand <input type="checkbox"/> Tabletop Mic Stand		
<b>Extras:</b> <input type="checkbox"/> AC Extension Cord <input type="checkbox"/> AC Power Strip <input type="checkbox"/> Pro CO AV-1A Direct Box <input type="checkbox"/> Live Wire Active Direct Box <input type="checkbox"/> _____		

I, \_\_\_\_\_, have checked that all equipment to be borrowed is in good working order. I agree to take responsibility for any damage to this equipment due to misuse or neglect, and to pay for any necessary repairs or replacements. I agree to return the equipment on the date specified, and will exercise proper safety and security precautions when operating this equipment. I will comply with all NPACT policy guidelines and will only use this equipment to tape programs for airing on Napa Valley TV Channels 27 & 28, and not for profit. I will comply with all rules that apply to copyrights and will secure permission to use performers/talent in my production work, as well as video or music not made by me. I have read and understand this agreement.

**Cancellations for equipment need to be made at least 24 hours in advance. Failure to comply can result in the suspension of facility privileges for 30 days.**

Borrower's Signature: \_\_\_\_\_ Approved By: \_\_\_\_\_

Equipment Returned: \_\_\_\_\_ Received by: \_\_\_\_\_