



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
Camera Kits: <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)		
Tripod: <input type="checkbox"/> Bogen Tripod with Mounting Plate & Case		
Cables: <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		
Lights: <input type="checkbox"/> Lowel Light Kit With Case <input type="checkbox"/> On-Camera LED Light <input type="checkbox"/> Photoflex Light Reflect		
Mic: _____ 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		
Extras: <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: _____