

EQUIPMENT CHECK OUT FORM



NAPA VALLEY TV

Name: Organization (if applicable):

Address: Phone Number:

Project Title:

Check out Date: Return Date:

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 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> GoPro HD Hero2 <input type="checkbox"/> Canon <i>(Sony Camera Kits Include: Camera, Spare Battery, 2 XLR Cables, and Headphones)</i>		
Tripod: <input type="checkbox"/> Bogen Tripod with Mounting Plate & Case <input type="checkbox"/> Canon 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"/> Lowell Light Kit with Case <input type="checkbox"/> On-Camera LED Light <input type="checkbox"/> 3-point LED Light Kit with C-Stands <input type="checkbox"/> Photoflex Light Reflectors		
Mics: ___ 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"/> SSD 4K Recorder <input type="checkbox"/> Pro CO AV-1a Direct Box <input type="checkbox"/> Live Wire Active Direct Box <input type="checkbox"/> _____		

I, the undersigned, have checked all equipment to be borrowed is in good working condition. I agree to take responsibility and pay for any replacements or repairs to damaged equipment due to misuse or neglect. I further agree to return the equipment upon the specified date above and exercise proper safety and security precautions while operating the equipment. I will comply with all NPACT policy guidelines and use this equipment only to film programs for airing on Napa Valley TV Channels 27 and 28 and non-commercial. I will abide by all applicable copyright rules and secure permission to use performers/talent in my production work along with video, music, or audio not created by myself.

All equipment cancellations need to be made at least 24 hours in advance. Failure to comply with any NPACT policies may result in the suspension of facility privileges for 30 days.

Signature: Approved By:

FOR OFFICE USE ONLY Received by: Date: / / Time: