



**Barrandov Studio a.s.**

Praha 5 – Hlubočepy | Kříženeckého nám. 322/5 | PSČ 152 00 | [www.barrandov.cz](http://www.barrandov.cz)

Zapsána u Městského soudu v Praze pod spisovou značkou B 12502 | IČ: 28172469 | DIČ: CZ28172469

Fundus – půjčovna kostýmů a rekvizit | [www.fundus.barrandov.cz](http://www.fundus.barrandov.cz) | [fundus@barrandov.cz](mailto:fundus@barrandov.cz)

## **Props, Costumes and Wigs rentals – Terms and Conditions**

Inquiries regarding props, costumes and wigs rentals, additional services, orders of costume services: [\*\*fundus@barrandov.cz\*\*](mailto:fundus@barrandov.cz)  
*(inquiries via e-mail will be answered within 3 business days maximum, unless stated otherwise on our website)*

### **Opening Hours**

Mondays to Fridays

7 am – 3:30 pm

### **Bookings**

Costumes or props can be booked only when the client has made his/her selection in person, or when he/she has ordered costume, make-up or props services.

- Free of charge – one week ahead of the rental date, based on a written order and commission number assigned.
- For a fee (only with bookings of costumes, shoes and wigs) – more than week before required rental date, only by previous agreement with the business department and payment of deposit or booking fee. If the booking is cancelled, or the client fails to pick up the order, we charge a fine (see Price list) to be deducted from the deposit.

### **Price and deposit**

- We recommend that clients ask for a price and deposit estimate when making their booking. We accept cash payments, or with larger orders, payment to our bank account. Payments must be made before delivery (i.e. before the client collects the items booked).
- Unless there is a contract specifying otherwise, clients are required to pay a returnable deposit as a prerequisite for renting items from our collections.
- Bank transfers should be made three workdays in advance.
- Any exceptions in rental conditions are valid only with a previous written agreement, including long-term rentals.
- Unless stated otherwise, the prices listed in the price list are charged per 1 calendar day. Rental period includes every calendar day started (i.e. even if it is not a full day), including pick-up and return day. When renting costumes or props to non-professionals, we charge a fee for costume service and cleaning costs in addition to the rental fee.
- The deposit is refunded when the client returns the items without damage. Additional costs such as cleaning or costume service are deducted from the deposit.

### **Clients' obligations**

- The client (or his/her representative with authorization in writing) must be personally present when collecting or returning items, in order to confirm the condition of items collected or returned by signing relevant documents. Complaints made ex post will not be taken into account.
- The client is required to return items in the same condition he/she received them. Prior to returning, costume components must be assembled, shoes paired up, etc. In the event that the client has made adjustments that had not been subject to a prior contract in writing, he/she is obliged to use adequate expert assistance to return the rented items to their original condition. Should he/she fail to do so, the lessor is entitled to bill the extra charges.
- Clients must comply with requirements regarding the protection of rented items from damage (e.g. special conditions of transportation of costumes and props, props installation and dismounting, supervision of authorized staff, special security measures, special insurance).



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- The client, or his/her authorized representative (written authorization only) must be personally in attendance during the takeover and return of inventory. They will be required to prove their identity with a valid ID and sign documents stating the condition of loaned or returned items. Claims made ex post will not be considered.
- The client is obliged to return the inventory in the same condition he/she received them. Prior to returning, costume components must be assembled, shoes paired up, carpets rolled out for inspection, etc. In the event that the client made adjustments that had not been subject to a prior contract in writing, he/she is obliged to use adequate expert assistance to return the rented items to their original condition. Should he/she fail to do so, the lessor is entitled to bill the extra charges. If any irreparable adjustments are made, or the item is damaged beyond repair, the client is obliged to pay for the damages in full.