

San Antonio College  
Media Services Department  
Audiovisual Equipment  
Rental Agreement  
For Non-College Event

Date: \_\_\_\_\_

Clients requiring audiovisual and multimedia equipment for non-college events are subject to a rental fee for equipment used. Non-college events are those events, which have a source of funding external to the college. Please note that an event supported by an affiliate of the Alamo Colleges (AC) does not constitute a college-sponsored event. Charges are determined by the number of days items are checked out, and all rented equipment is to remain on AC property at all times. **Please note that prices are subject to change.**

Please Print Information:

Name of User: \_\_\_\_\_

Telephone: (residence) \_\_\_\_\_ (office) \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Organization Telephone: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_ Telephone:  
\_\_\_\_\_

Total Amount Due \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order # \_\_\_\_\_

Account cleared on \_\_\_\_\_

Equipment Pick up Date/Time \_\_\_\_\_ / \_\_\_\_\_

Equipment Return Date/Time \_\_\_\_\_ / \_\_\_\_\_

Location of Event: Building \_\_\_\_\_ / Room# \_\_\_\_\_

Number of Participants \_\_\_\_\_

Facility Contact Personnel \_\_\_\_\_ / Telephone \_\_\_\_\_

### Reservations

Reservations are required 24 hours in advance. We operate on a first-reserved-first served basis with orders placed well in advance being fulfilled first. Given limited resources and that early reservations are a priority, last minute requests cannot be guaranteed.

### Client and Contract Responsibility

The client will examine the equipment before accepting the order. The client's signature on the contract is required before the delivery time. If the client is not available for the inventory of equipment and the signing of the contract but the client has arranged for SAC personnel to pick up said equipment, the client is still financially responsible for the protection and security of the rented equipment—the client will be responsible for any lost, stolen, damaged and/or repair cost to equipment. Weekend use of rental equipment will be picked up or delivered on Friday before 4:00 pm or the working day before if date falls on a holiday. Equipment used on the weekend will be picked up or returned by client the following working day no later than 9 am. Total amount is due before schedule event. \_\_\_\_\_ (initial)

### Technical Support Personnel

Arrangement for equipment training or event staffing can be done through the Audiovisual Unit of the department.

#### Audiovisual Unit Contact:

Sylvia Cadena- 210-486-1349 (Day: 7:30 am – 4:00 pm Mon-Fri)

Deborah Azzarello 210-486-1351 (Night: 5:00 pm - 9:30 pm Mon-Thurs)

I acknowledge that I have reviewed and agree to the preceding terms and conditions and indicate my authority as the client to enter into this agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Media Services Audiovisual Rental Fees

Effective August 4, 2008

Item	Charge per Day	Number of Units	Cost
DVD Player	\$20.00		
VHS Player	\$15.00		
3 M Overhead Projector	\$15.00		
Kodak Slide Projector w/carousel/remote	\$10.00		
Audio Cassette Player	\$5.00		
Da-Lite Deluxe Insta-Theater Portable Lift-up Screen Size 6' x 6'	\$25.00		
27" Television	\$20.00		
27" TV/DVD/VCR	\$25.00		
Easel with pad *Markers supplied by client	\$15.00		
LCD Projector Toshiba TLP 65- 1,000 Lumens Phillips XG2I- 1,200 Lumens Mitsubishi LVP-X80- 1,500 lumens InFocus X3- 1,700 Lumens InFocus W360-3,000 Lumens Hitachi Cp-X880- 3,000 Lumens	\$50.00		

<p>Digital Camcorder</p> <p>Sony Handycam-DCD-DVD 505- 2.1 Megapixel, 10X Optical/120X Digital Zoom</p> <p>JVC Mini DV - GR-DVL –requires DVC tape- 1/4" 800,000-Pixel CCD, 100x Super Digital Zoom</p> <p>*recorded materials responsibility of the client.</p>	\$35.00		
<p>Digital Camera</p> <p>Olympus D-550 Zoom Digital Camera- 3.0-megapixel</p> <p>Sony Cybershot DSC-w80 Digital Camera- 7.2 megapixels</p> <p>Sony Mavica CD-400 Digital Camera- 4.1 megapixel</p> <p>*media card responsibility of client.</p>	\$35.00		
<p>Laptop Computers w/ carry case</p> <p>Dell Latitude PP01L</p> <p>Dell Latitude D800</p> <p>Dell Latitude D830</p> <p>Hewlett Packard 8510W</p>	\$75.00		
<p>Mixer/Amplifier</p> <p>Samson S83 Mixer Amplifier 8-channel powered mixer with balanced XLR mic/line inputs-300 watts/4 ohms</p> <p>Yamaha EMX 640 Powered Mixer A total system composed of four pieces; a high quality mixer, a digital reverb, two graphic equalizers and a high powered two-channel amplifier. 200 watts /4 ohms</p>	\$55.00		

Speakers	\$20.00		
Liberty LIB-6000H-50 watts			
JBL SF12M- 250 watts, 8 ohms			
Peavey SP6G- 800watts, 8 ohms			
Peavey SP5XT- 250 watts			
JBL EON 15G2- 300watts			
Carvin 822- 300watts			
Peavey PR10- 400 watts			
Speaker Stands	\$3.00		
Portable PA System Anchor Liberty LIB-6000H w/Built-in Heavy-Duty Batteries	\$45.00		
Portable PA System Anchor Liberty 6000HC w/Built- in CD player and Heavy-Duty Batteries	\$50.00		
Apollo Meeting Amplifier PA-54000 w/ Casette 25 watts	\$40.00		
Microphone w/ microphone mounts Shure Beta 58A Vocal	\$10.00		
Microphone Stand	\$3.00		
Shure PG30 Wireless Headset/lavaliere set Batteries not included - 9 volt	\$25.00		
Speaker cables-50 ft.	\$6.00		
Speaker cable-100 ft.	\$8.00		
Extension Cord-25 ft.	\$5.00		
XLR Audio Cables	\$5.00		
Other miscellaneous cables	\$5.00		
Sound Craft Floor Lectern w/goose neck microphone	\$20.00		
Nomad Multimedia Presentation Cart	\$80.00		
With document camera	\$85.00		
Miscellaneous Fee – carry cases, carts, tape	\$8.00		