

STUDIOHIVE

CREATIVE SYSTEMS LIMITED

RENTAL POLICY & BOOKING TERMS

Version 1.0 • Website, booking and customer use

1. Booking & Confirmation

- A rental request is not a confirmed booking until StudioHive confirms availability and the required payment, deposit and verification have been completed.
- Rental dates and times are based on the confirmed pickup and return times.
- StudioHive may decline a request where an equipment is unavailable, verification is incomplete, or the proposed use presents an unreasonable risk.

2. Customer Verification

- The renter must provide accurate contact and identification information requested by StudioHive.
- StudioHive may request a valid government-issued ID and additional supporting information before releasing its equipment(s).
- For companies, StudioHive may request company details and identification of the authorised representative(s) collecting the equipment(s).

3. Payment & Security Deposit

- Rental fees are payable before release unless StudioHive has approved a separate corporate credit arrangement.
- A refundable security deposit may be required depending on the equipment, rental value and customer profile.
- The deposit is returned after inspection and settlement of outstanding charges.
- StudioHive may deduct verified costs for damage, loss, missing accessories, late returns or other agreed charges from the deposit.

4. StudioHive Representative/On-Site Supervision

- For selected rentals, StudioHive may require a representative to accompany the equipment(s) throughout the rental period.
- Where required, the representative shall remain with the equipment(s) for the agreed duration and location unless StudioHive approves a change in writing.
- The representative's role may include equipment(s) handling, setup, operation or monitoring as agreed. Their presence does not automatically make StudioHive responsible for the renter's production, crew, venue or other property.
- A separate supervision, operator, transport or technical-support fee shall apply and will be stated before confirmation.

- Equipment(s) must not be transferred to another person without the prior approval of StudioHive even though a representative is on-site..

5. Equipment Handover & Inspection

- Equipment(s) is/are inspected and documented before release. StudioHive may record photographs, video, serial numbers and accessory checklists.
- The renter should check the equipment(s) at handover and report visible issues (if any) before leaving with it.
- All listed accessories, cases, cables, batteries, media and supplied items must be returned.
- StudioHive may test equipment(s) after return before finalising the inspection.

6. Damage, Loss & Theft

- The renter is responsible for the equipment(s) while it is in the renter's custody or control, subject to the specific terms of any StudioHive representative arrangement.
- Where a StudioHive representative is assigned, the representative will document custody and report incidents. Their presence does not waive the renter's responsibility for damage or loss caused by the renter, crew, venue or third parties.
- The renter must immediately notify StudioHive of any damage, loss, theft or suspected theft.
- The renter must not attempt unauthorised repairs or modifications.
- The renter may be responsible for reasonable repair or replacement costs and missing accessories, subject to the signed agreement and applicable law.

7. Location & Movement

- Equipment(s) may only be used at locations disclosed during booking unless StudioHive approves a change.
- Equipment(s) must not be taken outside Nigeria, transferred to another production, sub-rented or handed to another party without prior written approval.
- StudioHive may require additional transport, supervision, insurance or security arrangements for certain locations or productions.

8. Late Returns & Extensions

- Equipment(s) must be returned at the agreed date and time.
- Extensions must be approved before the original return time.
- Late returns may attract additional rental charges, particularly where a delay affects another confirmed booking.
- If equipment(s) is/are not returned within the agreed period and StudioHive cannot reach the renter, StudioHive may take reasonable steps to recover the equipment(s).

9. Cancellation

- Cancellation and refund terms will be stated at the time of booking.

- StudioHive may keep any non-refundable fees if a cancellation affects a confirmed booking or prevents the equipment from being rented to someone else.

10. Equipment(s) Use

- Equipment(s) must be used in accordance with manufacturer guidance and StudioHive instructions.
- The renter must take reasonable precautions against water, excessive heat, impact, dust, theft and other avoidable risks.
- Equipment(s) must not be opened, modified, repaired or altered without written approval.
- **Equipment(s) must not be left unattended.**

11. General

- These policies work together with the signed Rental Agreement. Where there is a conflict, the signed Rental Agreement and specific written booking terms shall apply, subject to applicable laws.

STUDIOHIVE RENTAL AGREEMENT

This Agreement is between StudioHive Creative Systems Limited ("StudioHive") and the renter identified below:

Renter / Company Name	
Contact Person	
Phone	
Email	
Address	
Project / Production	
Production Location(s)	
Rental Start Date & Time	
Rental Return Date & Time	
StudioHive Representative Required?	
Representative / Support Fee	
Rental Fee	
Security Deposit	
Total Amount Payable	

Equipment(s) Schedule

Item	Asset / Serial No.	Qty	Condition Out	Condition In	Notes

Agreement Terms

The renter confirms that the information provided is accurate and that the equipment(s) is/are being rented for the stated purpose and period.

The renter agrees to comply with the StudioHive Rental Policy and booking confirmation.

The renter acknowledges responsibility for the equipment(s) during the rental period as set out in this Agreement.

Where a StudioHive representative accompanies the equipment, the representative's role and scope will be as stated in the booking confirmation.

The renter agrees to return all equipment(s) and accessories in the recorded condition, reasonable wear and tear excepted.

Damage, loss, theft, missing accessories, late return or unauthorised extension will be handled according to this Agreement and the Rental Policy.

StudioHive may apply the security deposit towards verified amounts properly due under this Agreement, with any remaining balance returned after inspection and reconciliation.

Special arrangements, discounts, delivery terms or additional services must be recorded in writing and approved by StudioHive.

Customer Acknowledgement

- ☐ I have inspected the equipment(s) or had the opportunity to inspect it/them.
- ☐ I have reviewed the equipment(s) and accessory checklist.
- ☐ I have read and agree to the StudioHive Rental Policy.
- ☐ I understand my responsibilities regarding the equipment(s) during the rental period.
- ☐ I understand that a StudioHive representative may be required for selected rentals and that additional support or supervision fees may apply.

Renter Name: _____

Signature: _____

Date: _____

For StudioHive Creative Systems Limited

Authorised Representative: _____

Signature: _____

Date: _____