



Brooklyn Lighting & Grip Co.

746 Carroll Street No. 1
Brooklyn, NY 11215
718.606.1316
info@brooklynlighting.com

RENTAL PAPERWORK

All rentals require the following before we can release the equipment:

- Signed **Rental Agreement** form
- **Certificate of Insurance** (COI) that lists Brooklyn Lighting & Grip Co. as additional insured (as pertains to general liability and auto liability) and loss payee (as regards to rented/leased equipment) with a stipulation that the equipment is covered for replacement cost. The address for the cert: Brooklyn Lighting & Grip Co., LLC, 746 Carroll Street No. 1, Brooklyn, NY 11215
- Optional: **Exemption Cert** (typically an ST-120 or ST-121) for NYS sales tax, if you have one. (Companies using a dba must show proof of dba in order for us to accept a COI, Rental Agreement, and Exemption Cert with differing names).

EQUIPMENT PICKUP / DROPOFF

Our equipment is located at 8-33 40th Avenue in Long Island City, at the corner of Vernon Boulevard and 40th Avenue, in a shared warehouse ("Moishe's"). The loading docks for the building are on the Vernon Boulevard side of the building.

For all pickups and drop-offs, please have your driver(s) call our Rental Manager at 718.606.1316 when your vehicle is close so that a staff member can meet your vehicle at the loading dock.