



Reservation # \_\_\_\_\_

PHONE:  
569-8785

# EQUIPMENT RESERVATION FORM

FAX:  
569-8786

COMMUNITY MEDIA CENTER *of the North Bay*

Name (print) \_\_\_\_\_ Organization \_\_\_\_\_

Producer (if other than above) \_\_\_\_\_ Telephone \_\_\_\_\_

Project ID \_\_\_\_\_ Program Title \_\_\_\_\_

Pick-up Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Return Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

|       |                                                                                           |            |        |            |
|-------|-------------------------------------------------------------------------------------------|------------|--------|------------|
| HOURS | Mon:                                                                                      | 10:30-6:00 | Thurs: | 10:30-9:30 |
|       | Tues:                                                                                     | 10:30-9:30 | Fri:   | 10:30-8:00 |
|       | Wed:                                                                                      | 10:30-9:30 | Sat:   | 10:00-6:00 |
|       | No times necessary, but please leave enough time to return the equipment before we close. |            |        |            |

| QTY | EQUIPMENT                                                                                                                                                                                                              | OUT | IN |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
|     | AC Power Cords ( ) 25 feet ( ) 50 feet ( ) 100 feet ( ) Power Strip                                                                                                                                                    |     |    |
|     | Batteries ( ) DV Large ( ) DV Medium ( ) DV Small                                                                                                                                                                      |     |    |
|     | Cables XLR ( ) 20 ft. ( ) 25 ft. ( ) 30 ft. ( ) 60 ft.<br>RCA ( ) Single ( ) Dual ( ) Tri<br>Other ( ) _____<br>Adaptors ( ) _____                                                                                     |     |    |
|     | Camera Kit ( ) DV Remote Control                                                                                                                                                                                       |     |    |
|     | DV Dual Deck <b>**no other equipment allowed on this form**</b> ( ) 4-6 FW cable                                                                                                                                       |     |    |
|     | Grip Bags ( ) Small, Canvas ( ) Medium, CMC Tote ( ) Large, Nylon                                                                                                                                                      |     |    |
|     | Headphones                                                                                                                                                                                                             |     |    |
|     | Lights ( ) NRG (w/ Battery Belt) ( ) Lowell Kit ( ) Rifa Kit<br>( ) NRG Charger                                                                                                                                        |     |    |
|     | Light Accessories <b>**kit includes: Stand, Holder, &amp; Sandbag**</b><br>( ) Silk (Diffusion) Kit ( ) Gold Reflector Kit ( ) Silver Reflector Kit                                                                    |     |    |
|     | Mics ( ) Omni ( ) Shotgun (Short) ( ) Lavalier ( ) Windscreen ( ) PZM<br>( ) SM58 (Vocal) ( ) Shotgun (Long) ( ) WMX Pro (Wireless) ( ) Boundary<br>( ) SM57 (Instrument) ( ) Shotgun (DV) ( ) WMX22 (Double Wireless) |     |    |
|     | Mic Stands ( ) Mic Clip ( ) Floor ( ) Table Top ( ) Fish Pole & Shock Mount Kit                                                                                                                                        |     |    |
|     | Mixers ( ) 3-Channel ( ) 6-Channel                                                                                                                                                                                     |     |    |
|     | Monitors ( ) JVC (w/ BNC adaptor) ( ) JVC Hood ( ) LCD                                                                                                                                                                 |     |    |
|     | Tripod                                                                                                                                                                                                                 |     |    |
|     | Accessories ( ) White Balance Card ( ) Sand Bags ( ) Gloves<br>( ) Other _____                                                                                                                                         |     |    |

March 2010

Member Initials

***I take full responsibility for the preceding equipment in the event of its loss or damage.***

Reservation Signature \_\_\_\_\_ Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_