



GRIP & ELECTRIC CONTRACT

PRODUCTION INFORMATION

UPDATED SPRING 2025

Director		D.P.	
Dir. LMU ID #		D.P. Contact	
Dir. Phone #		Gaffer	
Dir. Email		Gaff. Contact	
Title		Pick-Up Date	
Course		Return Date	

Questions about your order? Contact: Aaron Dowell - aaron.dowell@lmu.edu (310) 338-5178 | Shauna Garrett - shauna.garrett@lmu.edu (310) 338-3032

1. Are you exclusively shooting on the Westchester Campus? Yes ☐ No ☐

*NOTE: Cage access is determined by L&G based on need. **ASSUME YOU WILL NOT GET A CAGE.**

2. Are you shooting at the Playa Vista Campus? Yes ☐ No ☐

3. Are you shooting in Xavier or HFP? Yes ☐ No ☐

4. Are you getting a Generator? Yes ☐ No ☐ What size? _____

You must meet with Aaron to discuss the potential need for a GFCI.

5. Are you renting gear outside of LMU? Yes ☐ No ☐

6. What kind of vehicle are you loading out in?

Truck w/ Lift Gate ☐ | U-Haul Truck ☐ | Cargo Van ☐ | SUV/Truck ☐ | Car ☐

POLICY

Should I lose, damage, or destroy any piece of equipment or fail to comply with L&G, I agree to pay all fines that L&G deems applicable. Such fines will be determined by the Production Facilities Supervisor and HOPA.

I understand that all equipment must be returned to L&G by 12 PM or the time of your scheduled return Monday. If brought back past that time, there will be a fine of \$40/hour up to \$200. I understand that I must return the order neat or face a "messy return" fine that will be assessed by the L&G of \$150.

I understand that once signed for, the rental is under my responsibility and becomes property of my production from the time of pick-up to the time of return. The person listed as Director will be fined even if the D.P., Gaffer, Key Grip, or another crew member signs off on the Director's project.

Upload this completed form into Patron Portal when you submit your reservation.

SIGNATURE _____ DATE _____