

CAMERA AND SOUND EQUIPMENT STORAGE (N-209)

Office hours: Mon...Fri 9:30–17:00

Rental: Mon...Fri 9:30–12:00 and 14:30–17:00

Booked equipment has to be picked up and returned in person. Equipment can be stored in lockers.

Contact:

Tõnu Talpsep (ET/EN)

talpsep@tlu.ee / bfm-equipment@tlu.ee

+372 523 5684

LIGHTING EQUIPMENT STORAGE (V-104)

Office hours: Mon...Fri 9:30–17:00

Rental: as agreed

Booked equipment can be picked up or returned 24/7, using a key card of the storage.

Contact:

Bookings and information:

Raul Tõnurist (ET/EN)

t6nurist@tlu.ee / bfm-equipment@tlu.ee

Pick-up and return:

Eduard Leahu (EN) +372 515 8693

Booking

- Equipment must be booked at least **48 h** before pickup in our rental system **BFM Webshop** at bfm-rental.tlu.ee. Bookings for Monday must be made on Thursday and bookings for Tuesday on Friday at the latest. We are trying to make exceptions for documentaries.
- Booking requests will be processed as soon as possible. Details will be settled and bookings confirmed by email.
- When equipment is needed from both storages, **camera/sound equipment** and **lighting equipment/grip** must be ordered **separately**.
- The Notes field under Checkout is for any additional information, e.g. whether you are going to use lighting equipment in BFM or on a location; then we know which door will be used for loading.

Pick-up and return

- Equipment must be picked up and returned as agreed. If circumstances are causing a delay, please inform the storage immediately. Also, please let us know about cancellations.
- Equipment should be picked up and returned by the person responsible for using it, i.e. the cinematographer, sound person or gaffer. After the shoot, the equipment should be packed by the same people who have unpacked it.
- Camera and sound equipment, as well as dollies, tracks and the generator, can be loaded/unloaded through the back door of Nova building.
- When picking up or returning lighting equipment by car, the car should be parked in front of the storage door between the main doors of Vita and Nova buildings, leaving space for passing cars. The equipment used in BFM is usually transported through the building, using the inside door of the storage.
- The yard of the university can be entered via the gate between Mare and Silva buildings. If you push the bell button on the wall of Mare building, either front desk personnel or the security can open the gate 24/7. When leaving, the gate will open automatically.
- The key cards of the camera and sound equipment storage also work for the doors of the entrance/lifts of the lighting equipment storage, while the cards of the lighting equipment storage do not provide access to the lockers of the camera and sound equipment storage.

Equipment should be returned as follows:

- The equipment must be clear of dust, dirt, snow, or tape.
- All cables must be wrapped as required and secured with the straps provided.
- All stand sections must be fully lowered and all stand screws closed.
- Kit items should stay in their original places. It's a good idea to check before using what is included in the kit and where it is located. Taking a photo might be of help.
- Batteries should be fully charged, if possible. The storages are not responsible for charging batteries.
- Whenever possible, items should be sorted by type.
- Faults, burned-out bulbs, etc. must be reported when the equipment is returned. Serious faults should be reported immediately. Faulty items must be marked with tape, notes or alike.

In case of gross negligence or delay, the storages can impose a fine.