

EQUIPMENT RENTAL REQUIREMENTS:

In order to rent equipment at Scribe
You must meet the following requirements:

1. The project you are working on is independent and non-commercial, ideally with the intention of serving a community need or a personal, creative vision.
2. Scribe wants to know what specific equipment you have used and your prior experience using the equipment you want to rent. A phone conversation follow-up is also helpful. If you have not used our specific model of equipment, we advise that you come in to review the equipment with the user's manual BEFORE equipment rental.
3. A 1 page equipment rental application must be reviewed to determine your ability to rent with us. We can either email or fax a rental application form to you or you can fill it out in person.
4. Once your rental application is approved, an equipment reservation must be made with Scribe's **media center** manager to determine if the equipment desired is available for rent. Priority is given for ongoing workshop demands, current students developing projects, and community groups collaborating with Scribe.

5. A \$250 deposit which is refunded upon equipment return in good condition is required at the time of the rental. You can provide cash, money order, or a credit card, which, upon equipment return, the charge will be refunded. The reason for the deposit is for equipment insurance purposes. A commercial rental house will require you to pay for your own insurance for specific equipment. Scribe does not require this, instead, we require the \$250 deposit.
6. Equipment rental rates are charged by the day. Your equipment rental charge is based on how many days the equipment is kept out not how many days you have used it. Weekend rentals are considered two-day rentals, picked up on Friday and returned on Monday. If you are renting for one day, your equipment should be returned within 24 hours. Scribe is open Monday thru Friday, 11 am to 7 pm. In your reservation you must work out a check-out time and a check-in time within our hours of operation, with the **media center** manager. Scribe will continue to charge the day rate for late return of equipment.
7. A Scribe tech coordinator will help you with your rental, providing you with a checklist copy of your rental equipment. The rental checklist must be signed by the user, who agrees to be fully responsible for that equipment.
8. You will pay the rental fee (based on the rental period and the equipment used) up front the day of check out. The **media center** manager will provide you with a receipt. Your deposit will be returned once you return the equipment and if the equipment is in the order you checked it out.
9. The rental application process generally takes at least 1 week. Please call in advance for a rental opportunity.

THANK YOU FOR TAKING THE TIME
TO LEARN ABOUT SCRIBE RENTAL
PROCEDURE AND WE HOPE THAT
WE CAN SERVE YOUR NEEDS!



Scribe --
an artist who uses
electronic media
as a **creative**
tool to
express and
document
contemporary
ideas
and issues.

For more information:

Call (215) 222-4201

Email inquiry@scribe.org

Visit www.scribe.org

Scribe Rental Catalog

HD Cameras

- Sony HXR-NX70U** SD card-based camcorder, MPEG-2 AVCHD format, 1080p, 10x optical zoom, 120x digital zoom \$90/75 members
- Sony NEX-EA50U** SD card-based camcorder, MPEG-2 AVCHD format, 1080p, 11.1x optical zoom \$90/75 members
- Sony PXW-X70** SD card-based camcorder, 4K and 1080p, 12x optical zoom..... \$90/75 members
- Sony HXR-NX80** SD card-based camcorder, 4K, 1080p, HDR, 12x optical zoom \$90/75 members

Camera Accessories

- Sony PVM 8020 Broadcast Monitor** portable SD field monitor ideal for location filming, includes AC power \$30
- Tripod** \$15

Camera Packages

- Scribe Camera Package** includes one choice camera, one light kit, 2 choice microphones (+\$15 w/ wireless lav) plus cables & portable sound recorder \$155 per day

Microphones

- Sennheiser wireless lav kit** includes ek1000G2 receiver w/ XLR to 3.5mm stereo cable & camera mount adapter; sk1000G2 bodypack transmitter w/ ME2 omni lav mic, clip & windscreen; 3.5 mm stereo cable \$35
- Shotgun Mics** Sennheiser ME-66 or ME-80; includes fish pole & windscreen \$20
- Lavalier Mics** Sony ECM-55 or ECM-44..... \$15
- Handheld Mics** Shure VP64, Fender P51, Stageworks UM66\$10
- Shure SM91 Table Mic** \$20

Audio Recorders

- Zoom H4N** includes 16GB SD memory card, USB cable, XLR phantom feed; records in MP3 or Wav audio file format.....\$20
- Tascam DR-40** includes 16GB SD memory card, USB cable, XLR phantom feed; records in MP3 or Wav audio file format.....\$20
- Zoom H2** handy audio recorder includes 16GB SD memory card, USB cable; records in MP3 or Wav audio file format\$15

Audio Accessories

- MixPre** portable stereo pre amp & mixer (2 in/2 out), phantom, tape output.....\$25
- MM-3100** includes 3 inputs, phantom \$30
- Stage Microphone Stand** \$10
- BeachTek DXA-4 dual XLR adapter** \$12
- Califone PA-8** megaphone pair\$12
- Fender PA** portable 150 watt PA kit, includes speaker stands \$90
- Headphones** \$5

Lighting

- Three-Point Light Kit** 2 tota/1 omni or 3 omni (3X 500w heads, stands, umbrella, scrim) \$50
- Lowell 750w Softlight Kit** \$40
- LED Light Kit** includes Tota LED, Yongnuo Panel and F&V K4000S bi-color panel.....\$50
- Spiderlite Flourescent Kit** includes 2 heads with six daylight bulbs each, 2 softboxes.....\$50
- Lowell DP-4 Kit** intended for film sets (4x 1000w heads, stands) \$45

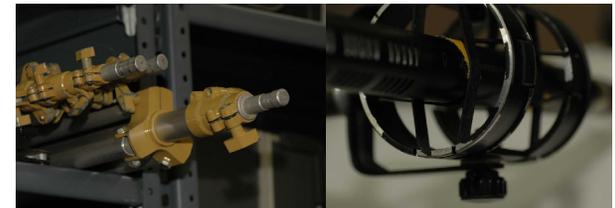
(Lighting kits include cables, gels, barndoors, and if needed, extension cord, power strip, gaffer tape, clamps, and adapters)

Expendable Supplies

- Sony Mini DV tapes** \$5
- CDs/DVDs** \$1.50
- 16GB SDHC memory cards** \$12.50

Scribe Workshops

Scribe Video Center provides an opportunity for adults and young people to explore and produce media under professional instruction through our programs and workshops. Projects exploring personal visions, social issues and community life are of particular interest to Scribe. To learn more about Scribe call or stop in and visit us at **3908 Lancaster Ave, Phila. PA, 19104**. Scribe is only 4 blocks from the 40th Street stop on the Market Frankford Line.



For more information:

Call. (215) 222-4201

Email. inquiry@scribe.org

Visit. www.scribe.org

Scribe Video Center Equipment Rental Application

Name: _____
Production Co./ Organizational Affiliation (if any): _____
Address: _____
City: _____ State/Zip: _____
Daytime Phone: _____ Evening Phone: _____

PROJECT INFORMATION

Title of Project to be shot: _____
Genre: _____ Length: _____
Description: _____

Please list project's funding sources: _____

Please list project's crew: _____

FILMMAKER INFORMATION

Previous Production Experience (please include equipment familiarity): _____

Have you taken any workshops at Scribe? If so, which ones? _____

RENTAL INFORMATION:

Length of time for rental (in days)? _____

Date of Pick-up: _____ Date of Return: _____

Equipment needed? _____

Do you need tape stock? If yes, how many: _____ What length: _____
(Supply may be limited)

Internal use only below this line:

Total Cost of Rental: _____	Form of Payment: _____	Date Paid: _____
Deposit Amount: _____	Form of Deposit: _____	Date Returned: _____
Program Dir. Approval: _____	Media Ctr. Man. Approval: _____	

Equipment access at Scribe Video Center is for non-profit, creative projects. We will not lend out equipment unless the potential user has taken a production workshop at Scribe or has evidence of similar experience. *All payment is expected in advance.

Scribe Rental Catalog

Production

Scribe Video Center was created in 1982 as place where emerging and working media makers could learn the craft of movie making and collaborate on projects of community concern. The programs at Scribe are made possible from the generous support of numerous foundations, government arts councils and gifts from friends, families, and individual contributors. Through Scribe programs, neighborhood organizations, community groups, emerging and experienced media artists, and educators have been using media as a tool for social change. Since its founding, Scribe has guided over 350 neighborhood organizations and thousands of individual artists through the production of documentaries, narrative, experimental and interactive digital movies that help explore personal visions and larger community issues. Check us out!

Scribe STATS:

3 Workshop Classrooms

Non-linear Video Editing Suites

16 mm Editing Room

Projection

Video Screening & Gathering Space

Storyville independent film/video screening series

Producer's Forums

Video Lending Library

Equipment Rental Program

Programs Documentary History Project

For Youth, Precious Places, Community

Visions, Great Migration Community History Project,

Muslim Voices of Philadelphia, Street Movies!

Alliances WPEB 88.1 Community Radio Station, The

Leeway Foundation, PIFVA, PhillyCAM, Black Star Film

Festival, Prometheus Radio Project, Media Mobilizing

Project, Cinema Studies at the University of

Pennsylvania, Film and Media Arts at Temple, Charles

L. Blockson Afro-American Collection



Projection & Space Rental are available through Scribe. Space may be used for meetings, conferences, film screenings, script readings, small community gatherings, videotaping interviews, etc. Call and speak with Scribe's media center manager to find out more information.

Scribe's Videotape & DVD Media Library houses works produced by Scribe participants and other independently produced works



Editing and Post-Production

Scribe offers low-cost editing assistance and suite rentals. Editing and post-production rates are charged by the hour.

Independent Editing w/ Adobe Premiere, Final Cut Pro, DVD authoring w/ DVD Studio Pro, image editing w/ Photoshop, video animation w/ After Effects or Flash, preparing video for the web w/ Quicktime or Encoder, DVD making w/ iDVD or Toast, audio editing w/ Audition, and any other independent editing.....\$20

Assisted Editing A technical coordinator will be available to assist you w/ Final Cut Pro, Adobe Premiere Pro, DVD authoring w/ DVD Studio Pro, compression & preparing video for the web, scanning & basic image editing with Photoshop \$35

Steenbeck 16mm Film Editing w/ film projector and the Steenbeck editing suite
 (up to 8 hrs) \$10
 (8 to 24 hrs) \$7.50
 (weekly, 40 hrs) \$2.00

MiniDV conversion & DVD duplication Have your miniDV tapes converted to digital formats and/or DVDs and have DVDs duplicated \$35

3/4" U-matic tape digitization
 per tape.....\$75

Thanks again for your support!



215.222.4201

www.scribe.org