

## **REGULATIONS OF REKWIZYTORNIA PRAGA**

These Regulations set out the rules for renting furniture and props from Rekwizytornia Praga and apply to all borrowers. Additional terms for student projects and film/TV productions are provided below in the section “Special Terms”.

### **I. GENERAL TERMS**

1. The warehouse is open Monday to Friday from 9:00 AM to 6:00 PM. It is closed on Saturdays, Sundays, and public holidays.
2. Prices listed in the online catalogue are net prices. VAT at 23% must be added. For furniture and props not listed in the online catalogue or without a specified price, please contact warehouse staff.
3. The Borrower is responsible for storing and using the props in accordance with their intended purpose and all applicable laws and regulations. The Borrower is also responsible for the use of the props by third parties.
4. The Borrower is obliged to return items in no worse condition than at the time of rental.
5. The Borrower is liable for damages, losses, cleaning costs, and any additional costs required to restore props to their pre-rental condition.
6. The Borrower is prohibited from making furniture or props available to third parties without our consent (including subletting, lending, or transferring for further use).
7. The Borrower is responsible for determining and complying with copyright or other usage restrictions when publishing or distributing materials featuring props from Rekwizytornia. You are solely responsible for determining whether the use of any prop requires consent from any third party and for paying any related fees.
8. The Borrower must store props safely, away from heat sources, and in compliance with health and safety regulations.
9. Improper or insufficient securing of items upon return may result in an additional fee of 30% of the rental amount.
10. The condition of our props is documented photographically before rental and verified upon return, which serves as evidence of any damage.
11. Any damages are assessed individually in each case.
12. A rental fee is charged for the use of props. The standard rental period is 7 days.

- Second week: 50% of the base rental fee
- Third week: 25% of the base rental fee
- Subsequent weeks: subject to individual agreement

The rental period is calculated from the date of collection to the date of return (inclusive), unless agreed otherwise.

13. The Borrower is required to ensure proper protection of rented items, including:

- appropriate transport conditions,
- proper assembly and disassembly,
- supervision by authorized personnel,
- implementation of special safety measures.

14. In the event of irreversible alterations, irreparable damage, or loss, the Borrower is required to replace the item within 14 days of return. After this period, a charge of 200% of the item's value will be applied, independent of the rental fee.

15. In the case of loss or damage to items with difficult-to-estimate replacement value (due to uniqueness, historical value, etc.), the amount will be determined individually based on expert assessment and comparable market items.

16. Complaints submitted after an invoice has been issued will not be considered.

17. Photographs in the online catalogue are the property of Rekwizytornia Praga and are protected by copyright law.

18. For occasional borrowers, a deposit equal to 100% of the value of rented items is required.

19. Deposits are accepted in cash (PLN only). The deposit is refunded after return and condition verification, minus any applicable charges (rental fee, damages, cleaning, shortages).

20. Rekwizytornia Praga accepts payments by card, BLIK, and cash.

21. Charity projects are agreed upon individually.

22. The Borrower agrees to the privacy policy available on the Rekwizytornia Praga website ([rewizytornia.eu](https://www.rekwizytornia.eu)).

23. By renting furniture and props from Rekwizytornia Praga, you accept these Regulations.

## II. SPECIAL TERMS – STUDENT PROJECTS

1. **Rentals and returns for student projects are handled only Monday–Friday between 9:00 AM and 1:00 PM. Rentals outside these hours are treated under general terms.**
2. Furniture and props for student rentals are not subject to reservation.
3. Students are entitled to a 50% discount on the total rental amount.
4. The Borrower is required to provide a deposit equal to the value of rented items. The deposit will be settled after return, reduced by the rental fee (does not apply to WSF students).
5. **Deposits are accepted in cash (PLN only)** and refunded after condition verification, minus any applicable charges.
6. As part of the granted discount, we require inclusion of the Rekwizytornia Praga logo / acknowledgment in the project credits and tagging Rekwizytornia Praga on social media (Facebook and Instagram). The logo download link is available in the “Cooperation” section of the website. The logo is protected by copyright and may not be modified.
7. Renting requires submission of a document confirming the student project carried out within an art school. **The document is available on the website in the “Cooperation” section of the website.** It must be completed in two copies, include borrower details, be stamped by the institution, and signed by an authorized representative.
8. The agreement is concluded upon return of all items and settlement of any damages or shortages. A VAT invoice will be issued for the final amount.
9. The Borrower is required to read and comply with the general terms of the Regulations.