

CAMERA AND SOUND 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 must be picked up and returned in person.

Lockers are available in room N-212 for storing equipment.

Contact:

Tõnu Talpsep, Technical Specialist (ET/EN)

talpsep@tlu.ee; equipment storages shared e-mail: bfm-equipment@tlu.ee

+372 523 5684 (outside working hours for emergencies only)

Booking

- Equipment must be ordered through the BFM Webshop at bfm-rental.tlu.ee at least **48 hours** before pickup. Equipment for Monday must be ordered no later than Thursday, and equipment for Tuesday no later than Friday. Please also take public holidays and the summer schedule into account. Where there is a justified need, we will try to make exceptions for documentaries.
- An order may contain only camera and/or sound equipment. Although Webshop forwards all orders to the shared e-mail address, **lighting and/or grip equipment must be ordered separately**.
- Equipment must be ordered by the cinematographer or sound operator. For a lecture or workshop, the instructor or a student designated by them may place the order if they take responsibility for the equipment.
- The Notes field can be used to provide additional information, ask questions, and request additional cables, adapters, tape, etc.
- **Equipment exchange days cannot be shooting days.**
- The technical specialist will respond to the order as soon as possible. Confirmation of the booking and clarification of details, including changes to the equipment list or rental times, are handled by e-mail, preferably within the same e-mail thread.

Pickup and return

- Equipment must be picked up and returned as agreed. If circumstances cause a delay, the storage must be informed as soon as possible. Shoot cancellations must also be reported.
- Equipment must be **picked up and returned by the person who ordered it**, unless otherwise agreed. After the shoot, the equipment should be packed by the people who unpacked it.
- Camera and sound equipment can be loaded or unloaded through the back door of the Nova building.
- The university yard can be accessed through the gate between the Silva and Mare buildings. Pressing the button on the wall of the Mare building allows the front desk personnel or security to open the gate 24/7. It opens automatically when leaving.
- The key cards of the Camera and Sound Storage and the Lighting Storage are identical and open both the locker room door of the Camera and Sound Storage and the entrance and lift doors of the Lighting Storage.

Condition of equipment upon return:

- Equipment must be free of dust, mud, snow, and tape residue.
- All cables must be properly wrapped.
- Components of kits must be placed in their designated slots. If slots have no markings, please check what the kit contains and where each item belongs before use, taking a photo if necessary.
- Batteries should be fully charged whenever possible. The storage is not responsible for battery charge levels. Batteries belonging to the Camera and Sound Storage are only for powering camera and sound equipment.
- Malfunctions must be reported when equipment is returned. Serious malfunctions must be reported immediately. Faulty equipment must be marked with tape, a label, or similar.
- Damaged or lost equipment must be repaired or replaced with new equipment—either identical or equivalent if accepted by the storage—after consulting the storage's technical specialist. In the event of an insurance claim, the user must cover the loss up to the amount of the insurance deductible.

The storage reserves the right to impose a fine in cases of serious negligence or delay.