

LIGHTING STORAGE (V-104)

Office hours: Mon–Fri 9:30–17:00

Rental: By arrangement

With a key card of the storage, booked equipment can also be picked up or returned outside working hours (entrance: gray door with the sticker LIGHTING STORAGE, between the main doors of the Vita and Nova buildings; lifts: doors No. 1 and 2 in the corridor next to the storage door).

Contact:

Raul Tõnurist, Technical Specialist (ET/EN)

t6nurist@tlu.ee; equipment storages shared e-mail: bfm-equipment@tlu.ee

+372 619 9904 (forwarded to a personal mobile phone; 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, as well as the fact that equipment for picking up outside working hours is prepared during working hours. Where there is a justified need, we will try to make exceptions for documentaries.
- An order may contain only lighting and/or grip equipment. Although Webshop forwards all orders to the e-mail address shared by all our equipment storages, **camera and/or sound equipment must be ordered separately**.
- Equipment must be ordered by the best boy, gaffer, or cinematographer. For a lecture or workshop, the instructor or a student designated by the instructor may place the order if they take responsibility for the equipment.
- Lighting and grip equipment to be used on the same shoot must be ordered together.
- The Notes field can be used to ask questions and provide any additional information—for example, whether the lighting equipment will be used at BFM or on location, so that the appropriate loading door can be determined.
- Equipment exchange days cannot be shooting days. On an equipment exchange day, equipment cannot be picked up before 14:30 or returned after 12:00.
- 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.
- For contactless pickup, one copy of the rental agreement must be signed and left either in the mailbox on the entrance wall or in the holder on the lift door (a pen is provided). The other copy is for the user.
- Permission must be requested to store equipment in the entrance or on a lift between pickup and return.
- When loading or unloading lighting equipment, the vehicle should be reversed up to the exterior door of the storage while leaving enough space for other vehicles to pass. Lighting equipment used at BFM is generally transported through the corridor door of the storage or via the lifts.
- The large dolly and tracks are located in the cage in N-112, while the small dolly and generator are in the closet beneath the stairs in the corridor between the studios. Both are opened with the same key provided with the card. Please follow the instructions in the cage. Grip items and the generator 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 Lighting Storage and the Camera and Sound Storage are identical and open both the entrance and lift doors of the Lighting Storage and the locker room door of the Camera and Sound Storage.

Condition of equipment upon return:

- Equipment must be free of dust, mud, snow, and tape residue, as well as dry. If fabrics cannot be dried before return, the storage must be informed or the fabrics must be left spread out to dry.
- All cables must be properly wrapped and secured with the straps provided.
- All sections of stands must be lowered and all stand tightening screws must be tightened.
- Components of kits must be returned to their designated places, following the accompanying packing instructions precisely. If a kit has no instructions, please check what it 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 Lighting Storage are intended only to power lighting equipment.
- Whenever reasonably possible, equipment should be sorted by type.
- Malfunctions, blown bulbs, etc. must be reported when equipment is returned. Serious malfunctions must be reported immediately. Faulty equipment must be marked with tape, a label, or similar.

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