

LIGHTING EQUIPMENT STORAGE

Office hours and contacts

Open: Mo-Fr 9:30-12:00 and 14:30-17:00

+372 515 8693 (GSM), +372 619 9904 (landline), bfm-lighting@tlu.ee

Technicians: Raul Tõnurist, Marko Järv

The office hours and contacts are available also on TLU website (Units > Schools: Baltic Film, Media, Arts and Communication School > Institute: BFM Production Centre) and at the doors of both equipment storages.

Booking

Equipment must be booked at least 24 hours in advance by email or, if necessary, in person. Emails will be replied to in reasonable time.

A booking request should include the project number (except in case of small assignments—a few words about the purpose of rental will do) as well as the dates and times of pick-up and return. If the times are not certain yet, they should be agreed later.

Please use the names of items from our list of equipment on the website (Equipment Rental Price List under BFM Production Centre) and group the items in a way that makes sense.

Pick-up and return

Equipment must be picked up and returned on time. The storage has appointments like at the dentist. If circumstances are causing a delay, please contact the storage. Please let us know also about cancellations.

Equipment should be picked up and returned by the person responsible for using it, i.e. the gaffer or the cinematographer.

When picking up or returning equipment by car, please use the back door of the building.

Equipment should not be left in the corridor. You are responsible for the equipment until it is handed over.

Please don't put equipment on shelves. The shelves are designed for storing checked items only.

Equipment should be returned in original condition:

- Equipment should be clean, incl. of dust, dirt, snow, and pieces of tape.
- Cables should be rolled up without twists and secured with straps available.
- All stand sections must be fully lowered and all stand screws tightened.
- Kit items should stay at their original places.
- Batteries should be fully charged, if possible.
- Whenever possible, items should be sorted by type.
- Faults, burned-out bulbs, etc. must be reported on return. Serious faults should be reported immediately. Faulty items should be marked with tape, notes or similar.