



# Terms and Conditions

## General Conditions

### 1. Access Control:

- Storage areas are accessible only to authorised personnel.
- Clients may be asked to provide valid identification and authorisation for access.
- A minimum of 24 hours

### 2. Security Measures:

- 24/7 surveillance with security cameras.
- Alarm systems wired to notify police of unauthorised access.

### 3. Pest Control:

- Monthly pest inspections and treatments.
- Use of non-toxic pest control methods to avoid damage to stored items.

### 4. Cleanliness:

- Regular cleaning of storage areas to prevent dust and dirt accumulation, to include rubbish removal.

## Guidelines For Typical Production Stored Items

### 1. Media Storage (CDs, DVDs, Vinyl Records):

- Store vertically to prevent warping.
- Keep away from direct sunlight to prevent fading and damage.
- Ensure cases are intact to protect from dust and scratches.

### 2. Electronics (Cameras, Audio Equipment, Projectors):

- Store in original packaging or protective cases.
- Remove batteries to prevent leakage and damage.
- Ensure devices are turned off and properly packed.

### 3. Costumes and Textiles:

- Store in breathable garment bags to avoid moisture buildup.
- Use padded hangers for delicate fabrics to maintain shape.
- Keep in a cool, dry place to prevent mold and mildew.

### 4. Musical Instruments:

- Store in hard cases to protect from physical damage.
- Maintain consistent temperature and humidity to prevent warping and cracking.
- Avoid stacking heavy items on top of instrument cases.



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#### **5. Props and Set Pieces:**

- Label and organize by size and fragility.
- Use padding and supports for delicate items.
- Ensure large set pieces are securely placed to prevent tipping.

### **Client Responsibilities**

#### **1. Inventory List:**

- Provide a detailed inventory list of stored items.
- Update the inventory list with any changes.

#### **2. Insurance:**

- Obtain insurance coverage for high-value items.
- Provide proof of insurance to the storage company.

#### **3. Packaging:**

- Properly package and label all items before storage.
- Use appropriate materials (bubble wrap, foam, etc.) for fragile items.

#### **4. Prohibited Items:**

- No flammable, hazardous, or illegal materials.
- No perishable items or living creatures.

#### **5. Reporting Issues:**

- Report any damages or issues immediately to the storage company.
- Cooperate with investigations regarding any reported problems.

By adhering to these storage conditions, clients can ensure the safety and preservation of their production related items while utilising the services of Entertainment Storage Ltd

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