

## Theatrical Rental Agreement

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Farmingdale, NY 11735

**COSTUME AMERICA**  
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**New for 2019: \*January 15<sup>th</sup> – April 30<sup>th</sup>, costume orders of 20 costumes or less may incur a 10% charge per item.**

**\*\*We reserve the right to impose a \$200 surcharge on all 'Show' orders received less than 3 weeks lead time (all paperwork, including measurement and deposits)**

### **Rates and Rental Periods:**

Theatrical rentals are priced based upon pre-determined rental rates (based on type of costume, value, & quantity). All prices are on our costume plots & invoices. Prices may be subject to change with notice. Initially, rates are based on a period of up to **2 weeks**. Rates for extra weeks are as follows: **3rd week: ½ original rental rate 4th week: ¼ original rental rate**. Longer rental periods will be quoted on request.

### **Payment (Deposits, Balances, and Other Fees):**

We need **4 weeks minimum** from placement of initial order with deposit to delivery in order to avoid rush fees. We also need all actor measurements **3 weeks prior** to delivery to allow us to complete your pull without rush fees.

An order is considered placed upon receipt of a signed agreement and a 25% deposit or a purchase order for full amount. Until such time, costumes cannot be reserved, pulled or altered.

Once reserved and after 72 hours, deposits are non-refundable, regardless of changes or cancellations. ***If a situation arises necessitating a production cancellation or date change, contact us.*** We will make every effort to accommodate your booking to a new date, if possible.

Final balance is due at pick up or due prior to ship date. We accept Visa, MC, Amex, Discover, school checks and purchase orders. (We require Purchase Orders be paid within 14 days from pick up date or shipment date.)

For that purpose, a valid credit card must be held on file with signature in the event Purchase Order is not fulfilled within the designated 14 days and in the event of damages or late returns or non-returns. The fee for returning costumes late is **\$15 per day**, per costume. Fees for damaged or missing pieces will be determined by management based on the value to replace or repair the garment in question.

**Costume America will not** pull, alter, or ship costumes without an authorized credit card number printed on file (see below.)

### **Shipping:**

The customer agrees to pay for all shipping costs related to his/her show. Costumes are shipped using the most **cost-efficient** option. **If however, we receive your order late, RUSH SHIPPING FEES MAY BE NECESSARY.** Shipping costs are determined based on destination and weight/size of box(es) shipped. Costumes must be received back to Costume America no later than 5 days following your last performance or an additional charge of \$15 per costume/ per day late fee will be assessed for each day late the costumes arrive back. If you accidentally return personal items with our costumes, we will notify you immediately. You then have 3 weeks to either pick up the costume(s) or allow us to ship the costume(s) back to you **at your expense**. If we do not receive a response within 3 weeks of notifying you, we will consider the items abandoned and dispose of them as we see fit.

**Alterations, Damages:**

We alter at no additional charge, based on your measurements. We cannot be held accountable for inaccurate measurements or if costumes need to be re-altered once received based on original measurements. Costumes should arrive to you in good rental condition. If you notice an item is damaged, please let us know **immediately** so a replacement can be sent out. If an item needs minor adjustment or additional alteration while in your care, use hand sewing, double sided costume tape, or masking tape **ONLY**.

**Missing Items:**

Upon return we will check in costumes and record missing items. You will be notified with a designated amount of time to locate items and will incur a replacement fee on all items that have not been found in said time.

**DO NOT USE DUCT TAPE AS IT LEAVES A RESIDUE THAT CANNOT BE REMOVED.** If you machine sew, use a size 4 stitch or larger. On return we check for damages/missing items and charge for beyond normal damages or replacement of the items(s). Your order has a detailed packing list of each actor/costumes. It is your responsibility to check all before distributing to actors and at that time notify us of discrepancies. If we have omitted an item, we will correct. To ensure accuracy we suggest you check the costumes the same way after the actors are done with them to ensure nothing is missing upon return to us.

**COSTUME RETURN PROCEDURES:**

We ship all costumes bagged on various hangers based upon weight and what the hanger will bear. We do this to keep them ready to wear. **NOTE: For return we require all costumes be removed from hangers and placed in bag(s) clearly marked with actors' name (tall kitchen trash bags work great)** as it speeds up check in and affords better accuracy.

We do want you to return all usable hangers and ask that you put them together in a bag or lay them flat on bottom of boxes. If we send a garment on a strong steel/suede hanger or heavy-duty plastic hanger we ask that it be returned. We reserve the right to charge \$.75 for each missing hanger heavy duty hanger. We understand hangers do break. Just return any heavy-duty broken hangers and you will not be charged for them.

**PLEASE NOTE:** If you do not adhere to our costume return procedures, an inconvenience fee of \$100. will be added to the credit card provided \_\_\_\_\_ (please initial)

**Costume America reserves the right to charge the card below in the event customer does not return phone calls or emails regarding final balance and/or payment because of damages or late fees. By signing below, the customer is accepting all responsibility for costumes in their care.**

***I agree to the stated terms and conditions:***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Zip Code \_\_\_\_\_