

Theatrical Rental Agreement for Costume America

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Rates and Rental Periods:

Theatrical rentals are priced using pre-determined rates based on type of costume, value, & quantity and time out of shop. All prices are on our costume plots & invoices. Prices may be subject to change with notice at Costume America’s discretion. Initially, rates are based on a period of up to 2 weeks. Longer rental periods will be quoted on request.

Payment (Deposits, Balances, and Other Fees) For Schools and Theatre Organizations

A minimum 25% deposit or a purchase order for full amount is required to book. Until deposit or PO is received, costumes cannot be reserved, pulled or altered. Once reserved, deposits are non-refundable, regardless of any changes or cancellations. If extraordinary circumstances occur necessitating a production cancellation or date change, contact us. We will move your booking to a new date if possible or apply your deposit as a company credit toward your next order. The final balance is due prior to shipping or pick up. We accept all major credit cards, cash, and school purchase orders (minimum of \$500.). We will accept school or business checks for deposit but not for final payment unless we are holding a purchase order as guarantee of payment. We require that all purchase orders be paid within 30 days of shipment/pickup. For that purpose, a valid credit card must be held on file with signature in the event Purchase Order is not fulfilled within 30 days from shipping or in the event of damages, 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. Additionally, Costume America will not pull, alter, or ship costumes without an authorized credit card number printed below.

Shipping

The customer agrees to pay for all shipping costs related to their show. Costumes are shipped using the most cost efficient option. Shipping costs are based on destination plus weight/size of box(es) shipped. Costumes must be shipped back within the agreed rental period or a per day late fee of \$15.00 will be imposed on each costume until their return. If you accidentally return personal items with our costumes, we will notify you immediately. You then have 3 weeks to either pick up items or allow us to return ship them 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, and Missing Items

Alterations are included at no additional charge and are done based on the measurements you provide. **We cannot be held accountable if measurements are not done correctly and costumes need to be re-altered once received.** To avoid confusion and minimize incorrect measurements, we can only accept our measurement form. **A Non-standardized Paperwork fee of \$25.00 will be charged for orders that do not utilize our standard Costume America measurement sheet.** Costumes should arrive to you in good theatrical rental condition. If you notice an item is damaged, please let us know **immediately** so a replacement can be sent out. If an item is in need of a minor repair while in your care or if you find you need to make any alterations on your own, please do so by hand sewing, using double sided costume tape, or masking tape only. **DO NOT USE DUCT TAPE.** If you must stitch on the sewing machine, use a size 4 stitch or larger. Upon return, if any damages are found that were not noted before the costume left the shop or if any costume pieces are missing, you will be charged for the repair or replacement of the costume(s). Please note: We provide a detailed packing list by Actor with your costumes. This affords ease in your check in. It is your responsibility to make sure all actors return all items so you incur no charges. Further we expect each actor to put all items together (see below) to allow for a speedier and accurate check in at our end on return. Customer should check in each costume piece (from the item itself and the packing list) before giving costumes to performers, and after all performances are over to ensure that all parts are cared for and come back 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. For return we require all costumes be removed from hangers and placed in bag(s) clearly marked with actors’ name as it speeds up check in and affords better accuracy. We do want you to return all hangers by putting them together in a bag or flat on bottom of boxes. If we send a garment on a strong steel/suede hanger or heavy duty plastic hanger we expect them returned to us. 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 all rights to charge this card in the event the 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 recognizes that these costumes belong to Costume America, and they are accepting all responsibility for our costumes in their care.

I agree to the terms and conditions stated above:

Printed Name: _____ Signature: _____

Current Date: _____ Credit Card Number: _____

Expiration Date: _____ Zip Code: _____ Security Code: _____