

# Department M. at the Seacoast Repertory Theatre



## COSTUME RENTAL CONTRACT

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

1st Dress: \_\_\_\_\_ Opening: \_\_\_\_\_ Closing: \_\_\_\_\_ # of Weeks: \_\_\_\_\_

Final Return Date (10 Days after closing date) \_\_\_\_\_

Billing Address:

Shipping Address:

\_\_\_\_\_

Preferred form of payment:  Check  Credit Card

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CVC: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Zip: \_\_\_\_\_

_____ Regular Stock Costumes @ \$ _____	= \$
_____ Special Stock Costumes @ \$ _____	= \$
Handling _____ Boxes @ \$ _____	= \$
Pulling Fee _____ (\$30/hr)	= \$
Discount (according to agreed upon terms)	= - \$
Other	= \$
<b>RENTAL TOTAL</b>	= \$
<b>Refundable Security Deposit Upon Return</b>	\$

The security deposit must be paid at the time the rental agreement is signed.

**Discount Agreement:**

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## Pricing Guidelines

**Regular Stock:** Costume includes 2-3 pieces. Prices are subject to change at the Rental Manager's discretion.

Week 1	Week 2	Week 3	Week 4
\$45	\$50	\$60	\$70

**Special Stock:** Specialty Costumes. Price is by item. Prices are subject to change at the Rental Manager's discretion.

Week 1	Week 2	Week 3	Week 4
\$50	\$65	\$80	\$95

**A refundable security deposit is required for all rentals.** We refund the security deposit in full within 30 business days after we receive the costume rental back as long as it is returned to us in full with no issues, otherwise the security deposit is used to cover extra fees that may need to be charged such as: clothes that are not returned clean, items missing from the rental, unrestored alterations, damaged items, late fees, or shipping costs incurred by Dept. M. The remainder of the security deposit will be refunded within 30 business days of the costumes return to us.

**Costume Rental Agreement:** This letter will constitute an agreement between Dept. M at the Seacoast Repertory Theatre and (Organization), as listed above, for the rental of costumes for the above named production. Our minimum rental period is one week.

**Rental Appointments:** Please contact us at least 24 hours prior to when you would like to schedule your visit. The selection of all costumes from BSC shall be made by Organization's agent under the supervision of our staff and subject to our approval.

**Billing:** Organization shall pay Dept M within seven (7) business days of receiving an invoice for late returns, dry cleaning, shipping charges, and any damage done to the costumes. Interest shall be paid by Organization as charged by Dept. M in the case of late payment of any invoice.

**Penalties for Late Returns:** All costumes are due back at Dept. M on or before the Return Date, which is ten (10) days after the final performance. If any costumes are returned after this date, Organization will be charged \$15 for each Regular Stock costume, \$25 for each Special Stock costume and \$3 for each accessory item, for each week, or any portion thereof, past the return date until the costumes are returned to Dept. M.

**Replacement Cost:** Any damage to or loss of rentals will be charged to the renter based on the listed replacement value as listed on the Costume Inventory Sheet. This value is determined by the Rental Manager based on current replacement costs, not market value.

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**Alterations:** Organization agrees to rental all items “as is”. Costumes must be returned in original condition. No cutting, dying, painting, gluing, or distressing. Any added trims must be removed and items must be restored to original condition prior to return or Damages charges will be incurred. Organization will be charged for changes/damages to garments as determined by the Rentals Manager. Damages will be determined within 14 days upon receipt of rentals returned.

**Care of Garments:** Organization will, with respect to the costumes entrusted to it under this agreement, exercise the highest degree of care for the safekeeping and preservation of the costumes rented from Dept. M. Organization agrees that all costumes not returned by the Memo Return date specified shall be professionally dry cleaned before being returned to Dept. M regardless of use, unless otherwise specified. A copy of all dry cleaning receipts must be included with the return of each memo and rental. Care instructions will be intimated to the Organization at pickup.

**Pick-up, Return and shipping of costumes:** Organization is solely responsible for the pick-up and return of all items to and from Dept. M, and for all related expenses. All costumes are due back at Dept. M on the return date, which is ten (10) days after the final performance date. If items are returned in person, an appointment must be made 24 hours prior. If items are shipped back they shall be shipped prepaid and insured for the dollar value indicated on the Costume Rental Contract. Include a copy of the Costume Inventory Sheet in each box and highlight the costumes packed in that box. Upon receipt of a shipment, Organization should unpack and inventory all items. Inform Dept. M immediately of any shipping damage. Any damage not reported to Dept. M is presumed to be the responsibility of the Organization. Please take care when packaging costumes- i.e. wrap the inside of the box with plastic, double box hats, etc. Damage in transit will be the responsibility of Organization.

**Non-liability of Dept. M:** Dept. M and Seacoast Repertory Theatre are not responsible or liable to Organization or its employees, independent contractors, and agents for personal injury or death to any person, or property damage arising out of or in connection with said items owned or leased by Dept. M. Organization agrees to use the costumes or other items specified on the Costume Inventory Sheet at the Company’s own risk.

**Acknowledgement:** Organization will provide program acknowledgement for the rental services: “Costumes provided in part by Dept. M at the Seacoast Repertory Theatre”.

ACCEPTS TERMS OF COSTUME RENTAL CONTRACT AS THE COMPANY’S REPRESENTATIVE:

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



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