

PERFORMING ARTS SUPPLY CO.

6115 Milwee, Houston, TX 77092
(713) 681-8688

Updated August 17, 2021

Performing Arts Supply Co. agrees to rent costumes to:

Name of Main Contact ("Renter") _____

Renter's Mobile Phone Number _____ Renter's Email _____

By signing this agreement, the Renter acknowledges the following:

Renters assumes ALL LIABILITY for loss or damage of items rented. NO SMOKING in costume!

Costumes will be paid for at or before Date of Pickup. Costumes will not be reserved without full payment via cash, credit card, valid personal check or purchase order. A 24-hour hold may be placed on costumes without payment. After 24 hours, unpaid costume holds will be released back to warehouse stock. Costume orders with paperwork (measurement sheets, contracts, etc.) received within 48 hours of requested pickup date will be subject to a Rush Order Fee.

Rental Period for costumes is 3 days unless other arrangements are made. Day 1 is the date of pickup, day 2 is the date of use, and day 3 is the date of return. Costumes Rented on Fridays are due back Monday. Costumes **must** be picked up and returned during posted business hours, Monday – Saturday. If you experience any trouble picking up or returning the costumes by the specified return date, please contact Performing Arts Supply Co. at (713) 681-8688 **as soon as possible** to make alternate arrangements. Costumes returned outside business hours or costumes returned and left unattended outside the building may be subject to damage or loss fees.

Rental Costumes are used. Some costumes have experienced vigorous wear and tear and are priced accordingly. Coordinators at Performing Arts Supply Co. take great care to repair any damaged costumes prior to rental. Some costumes remain deliberately distressed, others acquire permanent stains from use. Great efforts are made to remove stains, but they don't always come out completely. All costumes are thoroughly laundered after every rental.

Fees: Unless prior arrangements have been made, individual rentals will be charged **50% of the rental cost** of the item(s) the first day late. Every day thereafter will be a **10% charge**. At 30 days past due, costumes will be classified as "Missing" and will be subject to replacement charges. Vinyl garment bags must be returned with the rental. A \$10 replacement fee will be assessed for any garment bag not returned with the rental.

Cancellations: are subject to a restocking fee of 20 % of the rental cost. Cancellations must be arranged 10 business days prior to the agreed pick-up date. Full or partial refunds will be given at the discretion of Performing Arts Supply Co. No refund will be given after 2 business days prior to the intended pick-up date.

Force Majeure: Performing Arts Supply will not be liable to the Renter for any failure, delay, or disruption of services, caused by a Force Majeure Event, whether or not such matters were foreseeable, and such failure or delay will not constitute a material breach of this Agreement. "Force Majeure Event" means any cause beyond the reasonable control of a party that could not, by reasonable diligence, be avoided, including acts of God, acts of war, terrorism, riots, embargoes, acts of civil or military authorities, denial of or delays in processing of export license applications, fire, floods, unusually severe weather, earthquakes, accidents, strikes, biological epidemics or pandemics. Should such events occur, Performing Arts Supply may issue, at its discretion, refunds, partial refunds, store credit, or vouchers for items rented.

Renter has read and agreed to these terms

Signature of Renter

Today's Date

Name of Renter (please print)

Office Use Only		
Credit Card Number _____	Exp _____	CVV _____
Name on Card _____	Billing ZIP _____	
Event Date _____	Pickup Date _____	Return Date _____