

Performing Arts Supply Co.

6115 Milwee, Suite. A, Houston, TX 77092 Ph. 713-681-8688 Fax 713-681-9569 costumeshop@performingartssupply.com

Film Wardrobe Rental Contract

Updated March 10, 2021

Performing Arts Supply Co. ("Vendor") agrees to rent costumes to:

Organization/Production Company "**Renter**": _____

Film Title: _____

Approx. Number of Costumes, Including Changes _____ Check here for Pick and Pull

Filming Dates: _____ Pull Date: _____

Please give us all specific and specialty costuming needs and preferences if we are pulling your costumes (for Design Fees, see page 3).

Main Contact Name "Renter's Representative": _____

Title (Director, Wardrobe Supervisor, etc.): _____

Cell Phone Number _____ Email: _____

Ship To Address: _____

City _____ State _____ Zip _____ TAX ID Number _____

Billing Contact (if different from Main Contact) _____

Billing Phone Number _____ Billing Email _____

Office Use Only

Number of weeks Requested for Rental: _____
Credit Card Number: _____ Exp: _____ CVV: _____
Name on Card: _____ Billing Zip Code: _____
Driver's License Number: _____ Issuing State: _____ Rush Order Fee Y / N
Event Date: _____ Pick-up/Ship Date: _____ Date of Return/Postmark: _____

By signing this agreement the Renter acknowledges the following:

Renter assumes ALL LIABILITY for loss or damage of items listed on Costume Rental Inventory.

When requesting the services of the Vendor, Renter is allowing the Creative Team at Performing Arts Supply Co. to exercise creative freedom and make executive design decisions, large and small, based on information provided by the customer and their knowledge and expertise in costuming. These decisions will fill any gaps in information that the renter may not have provided and are based on the Vendor's business timetable. All costumes are picked from stock to fit the measurements given to the Vendor by the customer. Measurements are the responsibility of the Renter and will be followed as closely as possible.

Film Wardrobe Rental Contract

For orders placed outside of the Greater Houston, TX, Area for shipment, there is a minimum rental charge of \$150 plus any applicable state and local taxes. Costumes are rented at a weekly rate and customers must pay in full before items are shipped or picked up from our Warehouse. Orders placed or with contract, measurements, or payment information received fewer than 2 weeks (14 business days) prior to desired pick up or ship date will be charged a Rush Order Fee. Orders placed or with contract, measurements, or payment received fewer than 1 week (7 business days) prior to desired pick up or ship date will be subject to "as-is" rental condition.

Costume Coordinators at Performing Arts Supply Co. will be diligent in communicating with the Renter via email and phone regarding costs, costume changes, and needs of the Renter. **Work will not begin on any order without a signed contract and payment information provided in the form of a Purchase Order or valid credit card number.** A small initial charge may be made to determine credit card validity. We do not offer photo approval of costumes. A dry cleaning charge is assessed based on number of costumes and is available for disclosure upon Renter's request.

Payment arrangement is required prior to shipment or pick up, and all shipping charges are the responsibility of the Renter. The Renter agrees to ship the costumes back to Performing Arts Supply Company at the close of the agreed-upon Rental Period (see "Return Shipping Instructions, p. 6). If costumes are not shipped or returned within the allotted time, renter will be charged a weekly rental charge until the costume is returned. Each costume should be returned in same condition in which it was rented. Lost or stolen costumes, including partial costumes, will be billed to the customer at replacement fee of 5 times the rental value of the full costume. Damages to costumes including, but not limited to, cigarette smoke smell, burns, paint stains, and use of prohibited alteration methods (see "Costume Alteration Guidelines" p. 5) will be billed to the customer.

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 Co. may issue, at its discretion, refunds, partial refunds, store credit, or vouchers for items rented.

Please initial the following:

Renter has read and acknowledged addendum "PASCO Fees and Policies" (page 3)

Initial _____

Renter has read and acknowledged addendum "PASCO Full Disclosure Statement" (page 4)

Initial _____

Renter will not damage nor permanently alter costumes in any way & will return in good condition.

Initial _____

Renter has read and acknowledged addendum "Costume Alteration Guidelines" (page 5)

Initial _____

Renter will provide signed contract and payment information prior to Performing Arts Supply Co. beginning work on the show.

Initial _____

Renter has read and acknowledged addendum "Return Shipping Instructions" and "Required Timeline for Costume Rentals." (page 6)

Initial _____

Signature of Renter

Date _____

Name of Renter

PASCO FEES AND POLICIES

PASCO LATE FEE POLICY FOR INDIVIDUAL WARDROBE RENTALS

If costumes are not shipped or returned within the allotted time, Renter will be charged a weekly rental charge for each week past the return due date until the costume is returned to Performing Arts Supply. At 30 days past due, costumes will be classified as “missing” and will be subject to replacement charges.

CANCELLATION POLICY FOR RENTALS

Cancellations are subject to a restocking fee of 20% of the rental cost.

Cancellations must be arranged 10 business days prior to agreed pick-up/ship date.

Full or partial refunds will be given at the discretion of Performing Arts Supply Co.

No refund will be given for orders cancelled after 5 business days prior to the intended pick-up or ship date.

DRY CLEANING FEES FOR FILM WARDROBE RENTALS

A flat Dry Cleaning fee will be assessed based on the number of costumes rented per show with a minimum charge of \$25.

DESIGN FEES FOR FILM WARDROBE RENTALS

For film rentals requesting the Costume Coordination and Design services of Performing Arts Supply Co.

Costume Shop, a \$50 non-refundable deposit will be required prior to sending photos of costume options via email. Upon the Renter’s submission of a Costume Rental Contract, this fee will be applied as a credit toward the costume rental portion of the order.

PASCO FULL DISCLOSURE STATEMENT

Each item must be restored to the condition in which it was loaned prior to return.

Please understand that:

- **Rental costumes are used.** Some costumes have experienced vigorous wear and tear. We take great care every day to repair rips, tears and all manner of damage acquired over the years.
- Costumes are laundered after every 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.
- Our associates strive to provide proper attention to ensure correct fit and appropriate accessories for your costume.
- Please ask any questions or voice any concerns about particular use issues, including allergies.
- It is our sincere pleasure to share our love of costuming with you!

COSTUME ALTERATION GUIDELINES:

We DO allow:

- The use of sewing machines, hand needle and thread to install hems, tucks, and do repairs—please use LARGE stitches
- Installation of hooks and eyes, Velcro (NON-sticky), and sew-on snaps for size adjustments and quick-changes
- Sew-on Embellishments and trim that can be easily removed

We DO NOT allow:

- CUTTING OF THE COSTUMES IN ANY WAY
- Small stitches
- Hot glue or fabric glue
- Sticky-back Velcro
- Duct, masking, or gaff tape
- Safety pins
- Stick-on or Iron-on embellishments of any kind including hem tape.
- Staples
- Paint

Additional costume notes:

- ABSOLUTELY NO EATING, DRINKING, OR SMOKING IN COSTUME!
- Wearing costumes on a freshly painted set will almost guarantee paint damage.
- Blouses are intended to be tucked into skirts.
- Men's cotton or blouse-type shirts are intended to be tucked into pants.
- Men's shirts with attached neck ruffle: ruffle goes in front.
- Shoe buckles for men: the leather tongue goes on the top side of the buckle, near the ankle. The elastic straps go under the arch/instep of the foot, outside of the shoe.
- Women's hemlines are fitted with the assumption that the performer will be wearing standard character shoes (1 ½"-2" heel).

RETURN SHIPPING INSTRUCTIONS:

1. Please allow damp or sweaty costumes to air-dry before re-packaging them to ship back to us. Enclosing damp costumes in plastic or boxes promotes mildew and bacteria growth.
2. Boxes must be securely sealed and items within must be protectively cushioned before shipping to prevent damage or loss of costume pieces. Damaged items will be subject to replacement charges and/or damage fees. The use of old or previously-used boxes will increase the likelihood of costume loss or damages.
3. Upon return shipping, any **lost or stolen costumes are the liability of the Renter**. Please insure your boxes accordingly.
4. Using the United States Postal Service for return shipment will increase the likelihood of costumes being late or lost. Please use a shipping company such as UPS or FedEx to reduce the risk of additional charges.

REQUIRED TIMELINE FOR COSTUME RENTALS*

2 WEEKS Prior to *scheduled shipment or pick-up**: Costume Rental Contracts and fully completed costume measurement sheets including character assignments must be received at Performing Arts Supply Co. (PASCO) by fax (713) 681-9569, email costumeshop@performingartssupply.com, standard postal mail PASCO, 6115 Milwee St, Ste A, Houston, TX, 77092, or in-person delivery.

1 WEEK prior to *scheduled shipment or pick-up**: PASCO must be notified of any changes to cast members and updated with their fully completed measurement sheets via fax, email, standard postal mail, or in-person delivery.

2 Days prior to *scheduled shipment or pick-up**: No further major changes may be made to the rental portion of the order.

No later than the FIRST BUSINESS DAY after the end of the agreed-upon Rental Period*: Costumes must be returned in-person to PASCO **or** postmarked by this date for return shipment via parcel carrier (**not** USPS).

*Measurements and/or contracts that are received fewer than 2 weeks before the scheduled shipment or pickup date will be subject to a **Rush Order Fee**.

**Performing Arts Supply will allow some flexibility with this timeline, please contact us to make specific arrangements outside of these dates. If no prior arrangements have been made, Performing Arts Supply assumes the Renter's adherence to this timeline.