

Show Rental Contract



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

Costume Rental Contract

Updated March 4, 2021

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

Organization "**Renter**": _____

Name of Show: _____

Approx. Number of Costumes, Including Changes _____ Check here for Pick and Pull or Off the Rack

Please give us all specific and specialty costuming needs and preferences if we are pulling your show.

Show Dates: _____ Dress Rehearsal dates _____

Main Contact Name "**Renter's Representative**": _____

Title: (Director, Costume Coordinator, etc.) _____

Cell Phone Number _____ Email: _____

Ship To Address: _____

City _____ State _____ Zip _____

Billing Contact (if different from Main Contact) _____

Billing Phone Number _____ Billing Email _____

By signing this agreement the Renter acknowledges the following:

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

All costumes are picked from stock to fit the measurements given to Performing Arts Supply Co. by the customer. Measurements are the responsibility of the Renter and will be followed as closely as possible. Custom builds may be necessary when body measurements range outside average percentile and the Renter will be charged accordingly unless other arrangements are made.

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 director. **Work will not begin on any show without a signed contract and payment information provided in the form of a Purchase Order or valid credit card number.** A small initial charge will be made to determine

Show Rental Contract

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.

The costumes are available for pick up from the vendor one week (7 days) before the show opening or as otherwise stipulated. In cases of shipment, the costumes will be shipped to arrive one week (7 days) before the show opening. 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 within 4 days following the final show date. If costumes are not shipped or returned within the allotted time, a late fee of ¼- rental total per week may apply. All costumes should be returned in same condition in which it was rented. Lost or stolen costumes will be billed to the customer at replacement value.

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.

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 Agreement” (page 4)

Initial _____

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

Initial _____

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

Initial _____

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

Initial _____

Renter will provide all necessary measurements for cast members no later than 3 weeks before and submit any final cast or measurement changes no later than 1 week before scheduled shipment or pick-up of the show.

Initial _____

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

Initial _____

Renter has read and agreed to these terms

Signature of Renter or Renter’s Representative

Date _____

Name of Renter or Renter’s Representative (please print)

PASCO FEES AND POLICIES

PASCO LATE FEE POLICY FOR SHOW RENTALS

Shows (6 or more costumes) that are overdue may be charged a fee of one-quarter of the entire show rental price for each week past the return due date. At 30 days past due, costumes will be classified as “missing” and will be subject to replacement charges.

LATE FEE POLICY FOR INDIVIDUAL RENTALS

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.

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 shows cancelled after 5 business days prior to the intended pick-up date.

DRY CLEANING FEES FOR SHOWS

A flat Dry Cleaning fee will be assessed based on the number of costumes rented per show. The fee schedule is as follows:

Up to 15 costumes: \$50
15 – 30 costumes: \$75
30 – 50 costumes: \$100
More than 50 costumes: TBD

PASCO FULL DISCLOSURE AGREEMENT

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.
- It is helpful if the men's colonial hose are put on before the pants are put on.
- 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 growth.
2. Please make sure boxes are securely sealed and items within are protectively cushioned before shipping to prevent damage or loss of costume pieces. Damaged items will be subject to replacement charges and or damage fees.
3. Upon return shipping, any **lost or stolen costumes are the liability of the Renter**. Please insure your boxes accordingly.

REQUIRED TIMELINE FOR COSTUME RENTALS**

3 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 info@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.

7 Days prior to *opening night*: Costumes may be picked up from PASCO, or will be shipped from PASCO to arrive at this time. No further major changes may be made to the rental portion of the order.

No later than the SECOND BUSINESS DAY after the close of the show*: Costumes must be returned in-person to PASCO or shipped to arrive *no later than* the 5th business day after the show has closed, unless other arrangements have been made.

*Measurements and/or contracts that are received fewer than 3 weeks before the scheduled shipment or pickup date will be subject to a **Rush Order Fee**, which is 10% of the total rental cost of the show.

**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.