1020-1030 Barrett St., Schenectady, NY 12305
p: 518-374-7442 • f: 518-374-0087
Open Monday - Friday 8:30am - 5:00pm
www.thecostumer.com

★★★★★★★★★★★★★★★★
Read carefully as terms have been revised
★★★★★★★★★★★★★★★★

RENTAL CONTRACT AGREEMENT

Name of Production: _____

Purchase Order # (hard copy required): _____

Dress Rehearsal Date: _____

Performance Dates: _____

Return Shipping Date*: _____

Lessee: _____ Date: _____

Signature: _____

Title: _____

Lessor: _____

**Costumes must be sent back the 1st business day after the final performance.*

SHIP TO (please print clearly)**:**

Name _____

Company/Organization _____

☐ Residential* ☐ Business ☐ School
**UPS does not guarantee shipping times for residential addresses.*

Street _____

City _____ State _____ Zip _____

Phone (_____) _____ Cell (_____) _____

Fax (_____) _____

Email _____

BILL TO (please print clearly)**:**

Attn. _____

Company/Organization _____

Street _____

City _____ State _____ Zip _____

Phone (_____) _____ Cell (_____) _____

Fax (_____) _____

Email _____

This contract is NOT valid until you read and INITIAL ALL 16 sections below. You must mail or fax this document to The Costumer, whether you place your order by fax, mail or online. Use blue or black ink ONLY.

_____ **1**. All gift certificates and show rebates MUST be submitted with the initial order.

_____ **2**. Prices are quoted per week. For longer periods, special arrangements must be made. The Costumer aims to ship your order to arrive the Friday prior to your opening date.

_____ **3**. Costumes must be returned or shipped back on the first business day after your last performance. Theatrical late returns, shipped or in person, will incur an overtime fee of 10% of the total bill per day. Non group rental late returns will incur a 20% fee per day.

_____ **4**. Reasonable wear to costumes is expected. DAMAGE is considered: tearing; burning; cutting; staining; removal of buttons, medallions, badges or other trim. Knee slides are not to be performed while in rental costume. You will incur full replacement cost for articles which are lost or damaged while in your possession or by improper return packing.

_____ **5**. Minor alterations must be made by hand sewn basting. Machine stitching may incur damage fees. Other unacceptable and chargeable alterations include: mending tape, glue, stitchwitchery, dying, spray painting and added ornamentation.

_____ **6**. You will pay full rental value for costumes you do not use unless you return the complete unwanted costume prior to your opening date. Early return credit of 50% of the costume cost will be issued for the return of complete costumes ONLY. There is no credit for partial returns or wigs.

_____ **7**. A $20 cancellation fee will be charged for each costume cancelled/changed after being pulled but prior to shipping.

_____ **8**. Hats and accessories shipped in separate cartons MUST be returned in their original cartons.

_____ **9**. You are responsible for the cost of shipping both ways.

_____ **10**. A minimum of $10 in additional fees will be charged for each costume ordered for chest, waist or hip measurements 45" or greater and/or heights 6'4" or taller.

_____ **11**. Please note that The Costumer may refuse or cancel orders due to unavoidable circumstances (e.g. fire, destruction by previous renters, etc).

_____ **12**. Payment in full is due on the first business day after your final performance. A finance charge of 1.5% per month will be assessed on all past due accounts. Orders not paid within 45 days may lose any discounts and be turned over to a collection agency.

_____ **13**. Costumes returned not on hangers and/or without ID tags will incur a fee of 5% of the total bill. An additional 5% fee will be levied for costumes returned with excessive makeup.

_____ **14**. Orders received less than 10 business days prior to shipping will incur a 20% rush fee. You are also responsible for additional expedited shipping costs if required or requested.

_____ **15**. Credit card information or faxed hardcopy purchase orders are required for ALL orders.

_____ **16**. Discounts will be applied ONLY for complete orders received no later than 6 weeks prior to your first performance.