THE COSTUMER®

1020-1030 Barrett St., Schenectady, NY 12305
Phone: 518-374-7442 • Fax: 518-374-0087
Open Monday - Friday 8:30 a.m. - 5:00 p.m.
www.TheCostumer.com | Theatre@TheCostumer.com

★★★★★★★★★★★★★★★★
This Contract Is Required To Process Order
★★★★★★★★★★★★★★★★

RENTAL CONTRACT AGREEMENT

Name of Production: _____

Payment Method (If P.O. Hard Copy Required): _____

Dress Rehearsal Date: _____
(See Section 2)

Performance Dates: _____

Return Shipping Date: _____
(Costumes must be sent back the 1st business day after the nal performance. See Section 3)

Lessee: _____ Date: _____

Authorized Signature: _____

Title: _____

Lessor: **Story First Inc. DBA The Costumer**

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 Sections below. You must email, 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 certi□cates 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 □rst 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 restocking fee will be charged for each costume cancelled /changed less than 10 business days prior to your dress rehearsal date.

_____ **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.** Costumes are altered to □t based o□ of the measurements that you provide. Lessee is responsible for providing accurate measurements. 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. □re, destruction by previous renters, etc).

_____ **12.** For billable accounts. Payment in full is due on the □rst business day after your □nal performance. A □nance 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 responsible for additional expedited shipping costs if required or requested. To be considered an order the following must have been provided (i) this rental contract, □lled out, initialed, and signed; (ii) complete measurements; and (iii) complete costume assignments. Any costume added less than 10 business days prior to shipping will incur a 20% rush fee.

_____ **15.** Credit card information or 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 □rst performance.

_____ **17.** Lessee warrants and represents that: (i) all necessary permissions for the production have been secured, including, without limitation, a valid performance license; and (ii) that any and all applicable royalty fees for the booking have been satis□ed.

_____ **18.** Credit is appreciated in both your program and on the web/social media. Media shared with The Costumer may be used for testimonial purposes.