

Costume Rental Agreement

1. Renter Information

- a. Name of Organization: _____
- b. Street Address: _____
- c. City: _____ State: _____ Zip: _____
- d. Phone: _____
- e. Type (TV, Film, For-Profit Theater, Professional Non-Profit Theater, Opera, Educational Institution, Community Theater, Photography, Event Company): _____

2. Name of show: _____

3. Run dates: _____

4. First Fitting/Costume Arrival Date (Please do not put ASAP): _____

5. Billing Information

- a. Contact name: _____
- b. Contact phone: _____
- c. Contact email address: _____
- d. Billing address: _____

6. Shipping Information

- a. Costume shop manager: _____
- b. Contact phone: _____
- c. Contact email address: _____
- d. Shipping address: _____
 (Please specify residence or business): _____
- e. UPS or FedEx account number if available: _____
 (Please indicate Receiver or Third Party): _____

7. Credit Card Information for Security/Payment of Rental

(For educational rentals credit card OR certificate of insurance accepted)

- a. Name on card: _____
- b. Card number: _____
- c. Expiration date: _____ CVV (Security Code): _____
- d. Billing Zip Code: _____
- e. Can credit card be used for payment of rental? (Yes/No): _____

8. How did you hear about us? (optional) _____

By signing below, I certify that I have read and agree to the Rental Policies listed on page 2 of this document.

Name: _____

Title/Position: _____

Email: _____

Phone: _____

Date: _____

Please fill out this form completely and send accompanying your rental order.

Rental requests will not be pulled, held, or guaranteed without a completed rental agreement on file.

Email completed form to costumerentals@osfashland.org

or fax to 541-552-2723.

Questions? Please call 541-482-2111 x308 or visit www.osfcostumerentals.org



OSF COSTUME RENTAL POLICIES

Rental Agreement: A completed rental agreement must accompany or precede all orders and inquiries; we will not accept rental requests, check availability or pull orders until we have a rental agreement on file. Educational Institutions may complete one rental agreement per school year provided billing information remains current. Not-for-Profit and For-Profit companies need to provide current credit card information for security where indicated on rental agreement, regardless of method of payment. For Educational Institutions only, we accept either a Certificate of Insurance or credit card. Purchase Orders are not sufficient for security.

Pulling Fee: If an individual cannot pull in person for the renting organization, we will do the work for them. A fee of \$30.00 per hour or 10% of the total rental, whichever is greater, will be charged to the renter. The pulling fee includes checking availability and e-mailing digital photos or links of the costume pieces. All rental inquiries are subject to pulling fees even if the order is cancelled.

Hold Policy and Cancellation Fees: Costumes may be requested and held prior to shipping; maximum 8 weeks professional theatrical productions, 6 weeks education and community theatre productions, 4 weeks film productions, and 2 weeks weekly film/photo shoots. A current rental agreement must be on file for all held orders. If after being held over half of items on the order are canceled, the customer is responsible for all pulling fees and a restocking fee equal to 20% of the rental rate in addition to rental or for full cancellation of order.

14 Day Approval Time: For production rentals, costumes may be taken out on a trial basis with a 14-actual day turn around. The 14 day Approval time starts at the receipt of the costumes and ends 14 actual days later so costumes need to be shipped back by the 14th day. The restocking fee for items returned but not used within the 14 day timeframe will be 10% of the total rental for those items. If the garments are shipped back after the 14 day approval time but before first performance, a weekly rental rate will be charged for those items until they arrive. This is indicated as a Late Fee on the invoice. Items shipped back after the first performance will be charged the full rental rate even if not used or returned prior to performance closing date. If costumes are ordered within 14 days of opening, then the Approval Date will end on date of first dress. *Rental Period begins the day after the 14 Approval Period ends. There is no approval period for weekly rentals.*

Shipping Fees: The customer is responsible for the cost of shipping *both ways*. Shipping charges to the customer is added to the order and final invoice, or if the customer has UPS or Fed Ex account the shipping can be billed to receiver. OSF Costume Rentals will not generate return shipping labels. All shipments must be insured for the replacement value of the costumes enclosed. Please only ship via UPS and Fed Ex. Shipping via USPS may result in delays and late fees. Shipping from OSF Costume Rentals is only available within the U.S.

Late Fee: An agreed upon return date, usually 10 days after closing of production or event, will be determined at the time of rental. Return shipments must be postmarked by the expected return date. For each week after that date a late fee equal to one week's rental will be charged. For weekly business rentals, a late fee equal to one rental will be charged after every three days late.

Damage and Replacement Cost: Any damage to or loss of rentals will be charged to the renter based on the listed replacement value. This value is determined by the Rental Manager based on current replacement costs, not market value. *Please do not return garments on hangers.* Wire hangers are costly to recycle and may snag and damage costumes in transit. There is a \$5.00 recycling fee for any wire hangers included in return shipment and customer is liable for any damage to costumes from hangers that may have occurred in transit.

Alterations: Costumes must be returned in original condition. No cutting, dying, painting, gluing or distressing is allowed. No alterations or augmentation is allowed on leather, velvet, silk, or any other delicate fabric where puncture marks from sewing may be visible once the alteration is removed. Alterations are not allowed unless permission is granted by the Rental Manager and then must be restored before cleaning and shipping. Alterations should be done with a long/large machine stitch or hand-stitched. If trims have been added or removed these must be restored to original condition or damage charges will be incurred. Customer name tags must be removed before returning. The customer will be charged for changes made to the garments and charges will be determined by the Rental Manager.

Barcodes: OSF Costume Rentals uses a barcode system for tracking and inventory purposes. Do not remove or alter any barcodes. If the barcode is missing or altered, a \$5.00 per barcode charge will be assessed.

Cleaning Charges: All rentals must be returned DRY CLEANED. If they are not, a cleaning fee of \$10.00 or more per item will be charged. The charge is dependent on fabric type and complexity of costume. Dry-cleaning does not always remove body odor; actors wearing our costumes need to use antiperspirant deodorant and any structured costume item worn against the skin (i.e. bodice of a gown, etc.) should be protected with underarm dress shields. If significant body odor still remains after cleaning, the customer may be liable for damage fees equivalent to the replacement value of the costume as determined by Rental Manager.

Length of Rental:

Professional Theatre (for-profit/non-profit), Opera	Up to 8 weeks + Approval, extended rentals available
Educational, Community Theatre	Up to 6 weeks + Approval, extended rentals available
TV, Film, Photography, Event Planners	Weekly, production (4 weeks), and extended rentals available

Revised 6/2016