

CCT/CYT Costume Rental Agreement

Please read the terms and conditions carefully (on back).

All rentals are secondary to CCT/CYT productions. Since rentals are not our primary business, there will always be some limitations on when and what costumes are available at the time of your rental.

Rental Start Date: _____ Rental Due Date: _____

RENTAL INFORMATION

Contact Name: _____
Phone: _____ Second Phone/e-mail: _____

Organization/Theater: _____
Mailing Address _____
City _____ State _____ Zip _____

Production Name _____
Production Open Date _____ Production Close Date _____

I have read and understand the Costume Rental Policies and agree to abide to them.

Print Name _____

Signature _____ Date _____

For Office use only

Item	Description	Quantity	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DEPOSIT AMOUNT: _____ Payment type: _____
Date paid: _____

Credit card# _____ Exp. date: _____ cvc: _____

TOTAL RENTAL: _____ Date Returned: _____

- Deposit/Adjustments _____

DRYCLEANING _____

CHARGE (if applies): _____

Payment type: _____

Date Paid: _____

TOTAL DUE: _____

CCT/CYT Costume Rental Policies

➤ CLEANING

All costume pieces must be dry-cleaned and/or laundered prior to return. Proof of cleaning is required. Anything returned unclean will be assessed an additional charge of \$5.00 per item.

➤ ALTERATIONS

Costumes may be altered to fit, but must be returned to their original condition before cleaning and returning. If a costume is returned in an altered condition damage fees will be charged.

*Costumes may NOT be cut, dyed, painted or permanently altered without written permission from CCT. Tape, iron-on bonding web, glue or any other type of adhesives may NOT be used on costumes. **All alterations must be sewn . NO PINS!***

➤ DEPOSITS

All rentals require a security deposit. The standard deposit is 30% of the total rental and is to be given upon initial pick-up (a credit card number or check will be accepted). Deposits can be credited toward your final charges when the rental is complete (all items returned and paperwork finished). Final payment will be due upon return of rental.

➤ FEES

Our rental fees are determined on a per piece basis for your production period. If the production time exceeds 5 weeks, a charge of 20% of the total rental will be added for each additional week.

• Late Fees

Late fees will be assessed at \$10/costume/day. If rescheduling a return is required, please call the Costume Department as soon as possible. Rescheduling must be approved for late fees to not occur.

• Restocking Fees

Any rental appointments requiring the pulling of costumes and exceeding one hour without a rental will have an automatic \$40 fee.

If more than 50% of the costumes rented are returned before the due date a \$40 restocking fee will be charged. (This is for **unused** costumes - any **used** costumes will have rental, cleaning and restocking fees applied)

• Damaged or Lost Costume Fees

Normal wear and tear on costumes is expected and won't incur extra charges. Damage beyond normal wear and tear will incur damage charges.

Damage charges will be assessed for broken zippers, detached garment pieces, make-up or other permanent stains or any other damage that renders the costume not rentable.

Damage fees include the cost of the supplies needed to restore the garment to its original state as well as labor costs.

Major damage to costumes, including irreparable tears, major seam damage, damage from pins, or irreversible alterations will be assessed at the replacement value of the costume.

Lost costumes will be assessed a lost costume fee of the replacement value of the costume.

➤ RETURN RENTAL DATE

The return date is calculated by your production closing date plus ten calendar days to allow you processing and dry cleaning time. If for any reason you need more time, please inform us within 48hrs of your due date so late fees will not occur.

➤ DISCLAIMER

CCTCYT and its employees are not responsible for accidents or injuries related directly or indirectly to the use of the rented items.