



COSTUME RENTAL CONTRACT 2011

"Costume Professionals Since 1959"

3038 Hayes Avenue, Fremont, Ohio 43420 • Phone (419) 334-3236 • FAX (419) 334-7372

Visit our Web Site: www.CostumeHolidayHouse.com

E-Mail: Theatre@CostumeHolidayHouse.com

THIS MUST BE RETURNED BEFORE AN ORDER CAN GO OUT.

SHIP TO: School/Organization _____
 Attn: _____
 Address: _____
 City, State, Zip: _____
 Play/Musical/Event _____
 Date of Show _____
 Costumes needed by (date) _____

Terms and Conditions Effective January 1, 2011

NEW CUSTOMER **PAST CUSTOMER**

How did you find out about Costume Holiday House?

Internet Flier in Mail Thespian Show MTI

Other _____

Referral _____

TERMS: With Purchase Order, Due Upon Receipt or Paid in full before shipping. 1 1/2% past 30 days (18% Per Annum) (Schools are not exempt from this service charge.)

→ PLEASE READ AND INITIAL THE 11 SECTIONS BELOW AND FAX BACK TO US AT 419-334-7372 FOR YOUR ORDER TO BE PROCESSED. ←

1. ORDERING RENTALS: An inquiry is not an order. All orders are to be in writing (no phone orders). We need a signed contract, correct measuring sheets and a copy of the purchase order with correct billing address. Be clear on what costumes you need, either circle on costume plot or write down specifics on costume worksheet. Please place orders at least (3) weeks in advance of your ship date. We will gladly accept FAX orders (419) 334-7372. Upon receiving all necessary documents for your show order, a Confirmation of Order will be sent to you via fax or email. Please order early!!! Costumes rented to Educational Institutions can be reserved via PURCHASE ORDER or Credit Card. We must have a **copy of actual purchase order** and correct billing address. For all other rentals, payment is required before costumes are sent. We accept MasterCard, VISA, American Express, Discover.

2. RENTAL PERIOD: Prices are for a ONE week rental period. Costumes will be sent by U.P.S. and charges will be paid by you. Call tags will be sent by U.P.S. to pick up your costumes. Costumes will arrive on the Monday or Friday before your opening night and are to be returned or available for pick up the 1st business day after your last performance. 50% off second week of production, 25% of initial rental for each additional week. Costumes will arrive the Friday or Monday prior to the opening of your show. Please inform us which day you would like to receive your costumes. Prices vary upon which day you are receiving your costumes and quantity of costumes, please see chart below.

3. PRICES:	Monday Delivery	Friday Delivery
1 to 5 costumes	\$49.00 per costume	\$53.00 per costume
6 to 24 costumes	\$46.00 per costume	\$49.00 per costume
25 to 49 costumes	\$45.00 per costume	\$48.00 per costume
50 to 74 costumes	\$44.00 per costume	\$47.00 per costume
75 to 99 costumes	\$42.00 per costume	\$45.00 per costume
100 to 125 costumes	\$41.00 per costume	\$44.00 per costume
126 to 149 costumes	\$40.00 per costume	\$43.00 per costume
150 and over costumes	\$38.00 per costume	\$41.00 per costume

4. ANIMAL COSTUMES: prices range from \$55.00 and up. Speciality costumes and special built costumes **will** be higher.

5. LARGER SIZES: Any measurement over 48 chest, waist or hips (male) or 44 bust, waist or hips (female) or heights 6'4" or taller is \$8 extra per costume. Costumes will be sent to you altered & double checked to the measurements that were given to us by you. Please call us immediately if there is a problem with a costume, we will be more than happy to work with you.

6. RUSH ORDERS: All orders received or costumes added to existing order 7 (seven) business days (M-F) or less before your show **MUST BE SHIPPED OUT**, will be 20% higher per costume. "PLUS" You will be responsible for all shipping costs, 1st Day, 2nd Day, or 3 Day Select.

7. MEASUREMENTS & ALTERATIONS: Please measure accurately and follow the measurement forms. We alter according to the measurements you provide. You are responsible for all measurements! You will be charged for any costumes sent that YOU measured incorrectly! You must inform us in advance of any cast members with specific physical characteristics which may affect the fit of their costumes. You must inform us in advance of cast members with sizes below 30" Bust or 32" Chest or larger sizes listed in Section 5. We Do Not use conventional clothing sizes. We Do Use Actual measurements in inches. We cannot be responsible for ill-fitting garments if we are given incorrect measurements. Please follow measurement guide on measuring sheet. There is a \$20 re-stocking charge on all costumes not used but returned BEFORE your first performance or costumes cancelled or changed 7 business days before your order is shipped out.

8. SHIPPING & RETURNS: Costumes should be returned the same way they were received: on hangers and with the Actor's Identification Tag. Costumes not returned properly will be charged 10% of rental price per costume. Costumes should be returned or ready for pick up the Monday following your last performance. We issue the call tags to UPS, in turn, UPS will pick up your costumes the Monday following your last performance. We make returning costumes easy!

9. DAMAGES, LOSSES & MISSING PIECES: A breakdown of costumes supplied by Costume Holiday House, Inc. will be furnished to the Director or Department Head as the case may be. **DAMAGE and LOSS:** Damages such as cigarette burns, stage grease, blood, excessive rips and tears AND EXCESSIVE MAKE-UP that render the costume unusable for future use WILL BE CHARGED to the School or Organization, and proper replacement value will be made. PLEASE Powder or use barrier spray on all make-up applied to your body before wearing costume. Excessive make-up will be charged 10% of costume rental price. Any Damages to the costume due to Choreography or movement, such as knee burns, tears, or holes will result in full purchase of the costume: i.e. knee burns to the pants of a suit, requires purchase of the entire suit. No eating or smoking in our costumes! Missing pieces will be charged replacement value of the item not returned.

10. ALTERATIONS on costumes are to be made by **HAND-STITCH** or safety pins **ONLY**, no tape, glue, or staples please, and by no means is material to be cut or disassembled. Please ask for proper approval before altering. Do not clean our costumes without approval. Costumes are cleaned and pressed in our own Laundry Facility after each use. Some touch-up pressing may be required due to shipping.

11. PROGRAM CREDIT: When Costume Holiday House supplies costumes for the entire production or those for Leading Roles, Credit would be appreciated - "Costume Holiday House of Fremont, Columbus, Toledo, Ohio". If possible, we would value one of your programs or any digital media you may have from your production.

We/I are hereby under a costume rental contract and are liable for all costumes rented, and agree to comply with all policies stated above.

Name of Production: _____

Performance Dates: _____

Director/Costume Coordinator: _____

Signature _____

Principal/President/Treasurer: _____

Signature _____

Purchase Order No.: _____ or Half Down \$ _____ or

Credit Card# _____ Exp. _____ CVN# _____

(ON BACK OF CARD)

Tax Exempt No.: _____

Billing Address:

School/Theatre: _____

Attn: _____

Street/P.O. Box: _____

City, State, Zip: _____

Phone _____ Email _____

For Office Use Only

Number of costumes _____

Order Received

Ship/Pickup Date

Return Ship Date

____/____/____

____/____/____

____/____/____