



ATTENTION!

COSTUME COORDINATOR



THE CARE AND FEEDING OF YOUR COSTUMES

1. Apply all make-up **before** getting into costume. Powder or Barrier Spray make-up very well and as you sweat. Excessive makeup on costumes will be charged 10% per costume for cleaning, or replacement cost if unable to clean.
2. **Do not allow your cast to eat or smoke while in costume!**
3. Do not alter costume without approval of Costume Holiday House.
4. Do not use duct-tape, masking tape, iron-on hem tape, sticker nametags, or any sticky adhesive on costumes. Do not use staples or paper clips. **Do not write names** or any other info on any tags within costume.
5. Any damages to costumes such as rips, tears, burns, and stains will be charged a repair fee or replacement value of the costume. Any damages to costumes due to choreography or movement, such as knee burns, tears, or holes will result in the full purchase price of the costume. (i.e. - knee burns to the pants of a suit requires the purchase of the entire suit) **NO KNEE SLIDES**
6. Wear shoes with our hose and tights. Any excessive dirt or wear will result in the replacement cost of the item.
7. Do not dry clean, wash, or dry costumes. If any item **must** be cleaned, please call for proper cleaning instructions. Any cleaning that results in damage to the costume will be charged even if a call was placed.
8. If costume does not fit, please notify us and we will send a replacement costume. Do not separate costume pieces and distribute to other actors. Any costume that is returned before your show without all pieces will be charged the full price of the costume rental.
9. Any costume that is not used, including costumes that are replaced, must be shipped before your opening night or you will be charged for the rental of the costume. Please notify us of any returned costumes and the reason for the return. There is a \$10 restocking fee for any returned costumes.

If there are any more questions,
please ask your director to contact us at

1-800-348-6616

Thank you for choosing **Costume Holiday House.**

"Costume Professionals Since 1959" - Our 50th Year in Business

– HOW TO ORDER –

The costumes you see listed on the costume plot are simply an example of costumes that would be appropriate for this particular show. **We do not guarantee that what is described or pictured will be exactly what you receive. Actual colors and styles are dependent upon many variables such as size of the actor/actress, number of people in a number, etc.**

Measurements: Please measure accurately. Please follow measurement form instructions. **We go by the exact sizes you order.** You will be charged for any costumes sent that YOU measured incorrectly. YOU are responsible for all measurements! Please 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** above 44"+ Bust or 48"+ Chest.

After receiving theatrical packet: **Please place your order at least three weeks before your show.**

WHAT WE NEED FROM YOU! We cannot complete your order without all these forms.

- ◆ Signed contract.
- ◆ Purchase order from schools only. **Prepayment or credit card for all other orders.**
- ◆ Circle costumes on plot or write on SEPARATE SHEET.
- ◆ Complete all blocks on measurement sheet (have ONE person take all measurements - Adult preferably).
- ◆ Costume Worksheet.

COSTUMES ARRIVE - FRIDAY OR MONDAY

- ◆ Make sure all costumes and pieces are there.
- ◆ If anything is missing call IMMEDIATELY.
- ◆ We will ship replacement costumes out ASAP.
- ◆ Save boxes to ship back.

COSTUMES NOT USED

- ◆ Call us immediately, to state why they weren't used.
- ◆ Send back before your show begins or you will be charged full rental price of costume.

BEFORE COSTUMES ARRIVE

- ◆ One person should be in charge of ordering the costumes. This is usually the director or costumer.
- ◆ A responsible, well-organized person should be chosen to supervise the actual use of the costumes. This may be the costumer or a wardrobe supervisor.

WHEN COSTUMES ARRIVE

- ◆ The costumer or wardrobe supervisor and staff unpack costumes and hang them on racks.
- ◆ The costumer's packet found with the shipped costumes is opened and read completely.
- ◆ The Director inspects the costumes to see that they are what they intended.
- ◆ The Costumer then checks each costume against the yellow tickets that were enclosed in the costumer's

packet to verify that each costume and all of its pieces have arrived. If a discrepancy is found, the costumer or director should call so that corrections can be made.

- ◆ Costumes are assigned to actors as shipped. You may remove the identifying tickets and plastic bags to save for the return of the costumes.
- ◆ Have the actors try on their costumes. If there are any problems, please call IMMEDIATELY or on the next business day. Replacement costumes will be sent ASAP.

DURING THE SHOWS RUN

- ◆ At the end of each rehearsal and performance, each actor is expected to hang their costume and it's accessories.
- ◆ Any repairs needed may be done according to the Care sheet included in the costumer's packet.

RETURNING THE COSTUMES

- ◆ At the end of the run, the actor is expected to return the costume to the costumer or wardrobe supervisor. It is recommended that the costumes be turned in and checked off immediately after the last performance (This discourages the temptation to keep a costume part as a souvenir.) If a piece is missing, it is easier to find immediately after the show.
- ◆ As a costume is turned in, the original ticket should be replaced on the costume, the costume bagged, and then placed in its original shipping box. The boxes (when full and no pieces found missing) should be taped and placed in the same area that UPS dropped them off in.
- ◆ UPS has three days in which to pick up the costumes. If the costumes have not been picked up by Wednesday of the week of pick-up, please call us.

HAVE A GREAT SHOW!!!

TOP TEN REASONS

TO RENT YOUR THEATRICAL COSTUMES FROM COSTUME HOLIDAY HOUSE

10. **FREE Costume Plot Service for most shows.**
9. **Excellent Customer Service / Waiting to serve YOU.**
8. **Ship NATIONWIDE - We send UPS to you, no need to schedule a pickup.**
7. **Over 50 Years Experience. Over 50,000 costumes.**
6. **1 stop Theatrical Store: rentals, accessories, wigs, make-up. NEW DRAMA GIFTS & JEWELRY.**
5. **Over 1,000 NEW COSTUMES made yearly; Experienced Professional Designers & Professional Seamstresses on staff.**
4. **Costumes altered to fit your cast, by our excellent sewing staff.**
3. **Competitive pricing / Affordable costumes.**
2. **Clean costumes; Full dry cleaning facility on site.**

***1. WE WORK HARD
TO SERVE YOU!!!***

Dear

Thank you for your inquiry regarding costumes for your production of _____.

Established in 1959, we would be proud to share our costuming expertise with you and your organization.

The costumes you see listed on the costume plot are simply an example of costumes that would be appropriate for this particular show. **We do not guarantee that what is described or pictured will be exactly what you receive. Actual colors and styles are dependent upon many variables such as size of the actor/actress, number of people in a number, etc.**

If we do not have the plot of your show, send us a copy of your script and we will be happy to create one for you!

In this packet you will also find the necessary forms and information sheets that you will need to place your order. Take some time to familiarize yourself with them; they should answer almost any questions you may have in regards to completing your order for costumes or retail accessories.

We are constantly creating new costumes to expand an already extensive stock, and have the resources to costume any show or production.

We look forward to serving you and if you have any questions please do not hesitate to call us at **1-800-348-6616**.

It is our goal to bring quality costumes at affordable pricing.

On With The Show!!!

Costume Holiday House

"Costume Professionals Since 1959"

3038 Hayes Avenue • Fremont, Ohio 43420

Phone (419) 334-3236 • FAX (419) 334-7372 • Order Line 1-800-348-6616

Visit our Web Site: www.CostumeHolidayHouse.com • E-Mail: Theatre@CostumeHolidayHouse.com



COSTUME RENTAL CONTRACT 2009

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**Terms and Conditions
Effective January 1, 2009**

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THIS MUST BE RETURNED BEFORE AN ORDER CAN GO OUT.

NEW CUSTOMER PAST CUSTOMER

How did you find out about Costume Holiday House?

- Internet Flier in Mail Thespian Show
- Other _____
- Referral _____

School/Organization _____

Play/Musical/Event _____

Date of Show _____

Costumes needed by (date) _____

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.)

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. You will receive a confirmation of your order. Please order early!!! Costumes rented to Educational Institutions only are to be reserved via PURCHASE ORDER or by letter of authorization from Principal, Treasurer, etc. 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.

3. 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. 1/2 off second week of production, 1/3 of initial rental for each additional week. Costumes may arrive Friday before your performance by special request only at a higher price.

| 4. PRICES: | Monday Delivery | Friday Delivery | | Monday Delivery | Friday Delivery |
|-------------------|---------------------|---------------------|--|-----------------------|---------------------|
| 1 to 5 costumes | \$46.00 per costume | \$50.00 per costume | | 75 to 99 costumes | \$40.00 per costume |
| 6 to 24 costumes | \$43.00 per costume | \$46.00 per costume | | 100 to 125 costumes | \$39.00 per costume |
| 25 to 49 costumes | \$42.00 per costume | \$45.00 per costume | | 126 to 149 costumes | \$38.00 per costume |
| 50 to 74 costumes | \$41.00 per costume | \$44.00 per costume | | 150 and over costumes | \$36.00 per costume |

5. ANIMAL COSTUMES: prices range from \$55.00 and up. Speciality costumes may be higher.

6. LARGER SIZES: Any measurement over 48 chest, waist or hips (male) or 44 bust, waist or hips (female) is \$5 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.

7. RUSH ORDERS: All orders received 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.

8. MEASUREMENTS & ALTERATIONS: Please measure accurately. Please follow measurement forms. We go by the exact sizes you order. You will be charged for any costumes sent that YOU measured incorrectly. You are responsible for all measurements! You must inform us in advance of any cast members with specific physical characteristics which may affect the fit of their costumes. **ALL SIZES ARE IN ADULT SIZES.** You must inform us in advance of cast members with sizes below 30" Bust or 32" Chest **or** above 44"+ Bust or 48"+ Chest. (Do Not use conventional clothing sizes. Use Actual measurements.) We cannot be responsible for ill-fitting garments if we are given incorrect measurements. Please follow measurement guide on measuring sheet. **There is a \$10 re-stocking charge on all costumes not used but returned BEFORE your first performance.**

9. 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, shipped or will be picked up the Monday following your last performance. Costumes shipped will be picked up by U.P.S. with call tags on Monday following your last performance.

10. 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 barrier spray all make-up 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.**

11. ALTERATIONS on costumes are to be made by **HAND-STITCH** or safety pins **ONLY**, no tape 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. Please do not clean our costumes.

12. 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". We would also like one of your programs if possible.

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.

Date: _____

Billing Address:

Director/Costume Coordinator: _____

School/Theatre: _____

Signature _____

Attn: _____

Principal/President/Treasurer: _____

Street/P.O. Box: _____

Signature _____

City, State, Zip: _____

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

Credit Card# _____ Exp. _____ CVN# _____ (on Back of Card)

Tax Exempt No.: _____

TOTAL COSTUMES _____ @ \$ _____ = _____ TERMS: Upon Receipt.

NAME OF PRODUCTION _____

THEATRE/SCHOOL _____

PERFORMANCE DATES _____

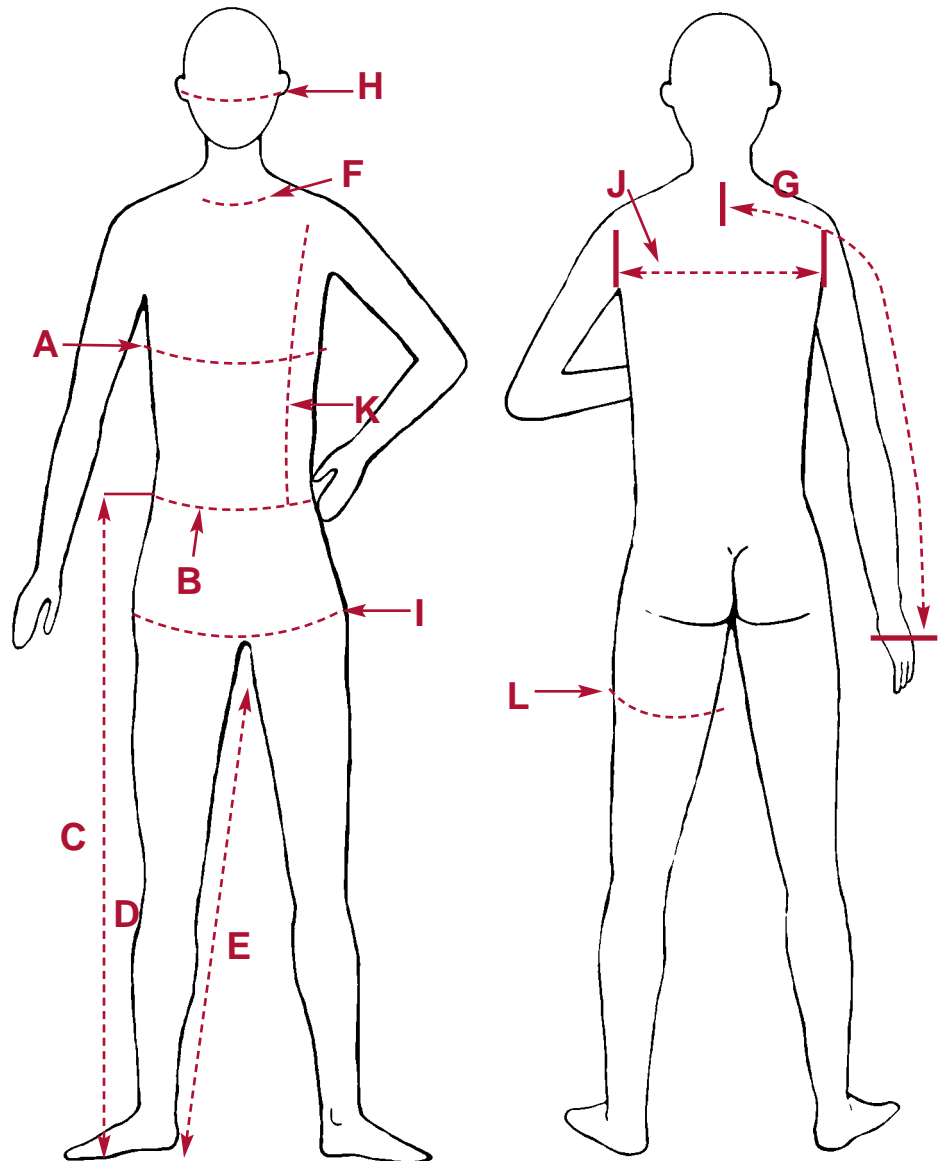


**Please use reverse side for measurements
and additional information**

— MEASUREMENT GUIDE —

MEASURE CAREFULLY - DO NOT ADD EASE

- A** CHEST/BUST (M/F) — circumference taken around greatest fullness
- B** WAIST (M/F) — circumference taken around natural waistline at navel (waistline orientation . . .)
- C** WAIST TO ANKLE (F) — taken from natural waistline to desired length with stage shoes
- D** OUTSEAM (M) — taken from natural waistline to desired trouser length with stage shoes
- E** INSEAM (M) — taken from crotch to desired trouser length with stage shoes
- F** SHIRT NECK (M) — neck size taken around base of neck (avg. 15½")
- G** SLEEVE (M/F) — sleeve length taken from center back of neck, across shoulder, and down to wrist (avg. 34")
- H** HAT (M) — circumference taken around head above ears
- I** HIP (F) — circumference taken around greatest fullness
- J** SHOULDER TO SHOULDER (M/F) — taken across back from shoulder to shoulder
- K** FRONT SHOULDER TO WAIST — taken from middle front shoulder to waist
- L** THIGH — circumference taken around greatest fullness



**Accurate measurements
are paramount to proper
garment fit.**

Please double check all measurements!



WORKSHEET

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In order to serve you better, we ask that you please take a few seconds and fill out the following worksheet:

Theatre/School _____

Director _____

Theatre/School Phone Number _____

Fax # _____

Name of Production _____

Costumes Needed By _____

Performance Dates _____

E-Mail _____

List any additional costumes needed: (Use back if necessary) **Circle costumes needed on costume plot.**

It is our desire to serve your every costume need. Please feel free to list any special request or any other pertinent information that you feel would be helpful as we pull your show. We will do our best to satisfy your desired requests. (Use back if necessary)

— F A X B A C K —

