



OSTUME RENTAL CONTRACT 2019-2020

3038 Hayes Avenue, Fremont, Ohio 43420 • Phone (419) 334-3236 • FAX (419) 334-7372 Visit our Web Site: CostumeHolidayHouse.com 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 & Conditions Effective June 1, 2019 - Dec 31, 2020

New Customer	Past Customer
How did you find out about	Costume Holiday House?

Internet	□ Flier in Mail	Thespian Show	🗆 MTI, TRW, R&H
Other			
Beferral			

Terms: • Due upon reciept of invoice w/purchase order @ Payment in advance, checks or credit cards accepted - Mastercard, Visa, Amex, and Discover • There is a 3% Service Charge for all credit card transactions [1½% past 30 days (18% per Annum) (Schools are not exempt from this service charge.)]

advance of any cast members with specific physical characteristics which may

▶ 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. *3% service charge for all credit

cards processed

2. **RENTAL PERIOD**: Prices are for a TEN DAY 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 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 prior to the opening of your show. If you would like to recieve your costumes on Monday, there will be \$3.00 off per costume. There will be an additional **\$5 charge** for (each costume) on all Thursday deliveries.

3.	Deluxe Costumes: See Prices on Worksheet.
	Parts & Pieces: Prices Vary.
	Pick & Pull: \$39 Per Costume Local Only. No Alterations or accessories. Exchanges & Returns \$20 Per Costume.
	Do It Yourself: Purchases Online or at our Stores. 15% off with one Costume Rental

4. ANIMAL COSTUMES: prices range from \$65.00 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. CC Fee-3% will be charged per order changes. \$5 fee for every change one week prior per costume.

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

	nder a costume rental contract and are liable for all costumes to comply with all policies stated above.
	tion:
Performance Da	tes:
	e Coordinator:
Signature	
	ent/Treasurer:
Signature	
Purchase Order	No.:
Credit Card#	
Initial	(I/we agree to a 3% service charge for Processing al

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. a. SHIPPING: All deliveries and pick up times by our vehicle are decided by Costume Holiday House, Inc. NOTE: We understand that Holidays, School Breaks and Mother Nature happens. You will need to put in writing your Shipping requests for us to consider them. We can not control UPS delivery times.

b. RETURNS: Costumes should be returned the same way they were received: on our 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 or RS 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 Choregraphy 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, Ohio". If possible, we would value one of your programs or any digital media you may have from your production.

-Fax or Email Back

THIS	FORM	MUST	BE	RETURNED	WITH	ORDER

ostumes	Billing Address: School/Theatre:				
	Attn:				
	Street/P.O. Box: _				
	City, State, Zip:				
	Phone	En	nail		
	CVV#_		For Office Use Only		costumes
ocessing all	credit/debit cards)	(on Back of Card)	Order Received	Ship/Pickup Date	· I

Initial	(I/we agree to a 3% service charge for Processing all credit/debit cards)
Tax Exempt No.:	



"Costume Professionals Since 1959"

3038 Hayes Avenue, Fremont, Ohio 43420 PHONE 419-334-3236 ORDER LINE 1-800-348-6616 FAX 419-334-7372 CostumeHolidayHouse.com Theatre@CostumeHolidayHouse.com

WORKSHEET 2019-2020

Deluxe Qua		Bental Costumes	sizes			k 🖯 🖸		
1-5 Costumes 6-10 Costumes 11-24 Costumes 25-49 Costumes 50-74 Costumes Friday or (Monday Deliv FREE delivery & pick-	\$57 \$56 \$54 \$52 \$50 ery \$3 off per costu up when you rent o	75-99 Costumes 100-125 Costumes 126-149 Costumes 150-0ver Costumes Ime) Thursday add \$5 per Cos ver 50 costumes within 100 m Beauty & The Beast, Cats, etc.	\$49 \$48 \$47 \$46	Does not	Local Only - Pick out y for <u>MUST CALL</u> include alterations •	our own c r \$39 each FOR APPO	costumes n. DINTMEN	<u> </u>
	Rental	for Price & Availability Quality Aprons, Ties, Capes	<u> </u>	DR 15% Off an	Accesories Wigs	s Shoes	Aprons Bonnets	
Rent 25 or more co	y Progra				- 2%°ff • Year ar 5 - 5%°ff • E		off Do	ixes out at 10' your invoice. es not include pping
Limited Time O	nly _	our 60th Year v	with	Janu	ary Pricing	U	June-A	0
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MEASUREMENT SHEET

"Costume Professionals Since 1959"

3038 Hayes Avenue, Fremont, Ohio 43420 1-800-348-6616 FAX 419-334-7372 CostumeHolidayHouse.com • Theatre@CostumeHolidayHouse.com

Please fill out completely - PRINT OR TYPE Please list special colors or requests on worksheet. See Video@CostumeHolidayHouse.com

*** PLEASE REFER TO INSTRUCTIONS ON MEASUREMENT GUIDE ON BACK OF THIS FORM ***

To avoid delays in processing your order, please fill out this form COMPLETELY.

Please Use This Form Only

Please use **BLACK** or **BLUE** Pen only

Do not use excel or other company forms

# OF Costumes	ACTOR'S NAME	CHARACTER	M/F	HEIGHT	WEIGHT	A CHEST BUST	BWAIST	C HIP	D OUT SEAM	IN Seam	F	G SLEEVE	HEAD	SHLDR TO SHLDR	TO	k Thigh
NAME O	F PRODUCTION					COSTL	IMES N	EEDED	By (date	e)						

PERFORMANCE DATES

THIS FORM MUST BE RETURNED WITH ORDER

FAX OR EMAIL BACK MB 6-19

THEATRE/SCHOOL

TOTAL COSTUMES

@\$

=



"Costume Professionals Since 1959"



- We alter all costumes to fit the measurements you provide, so please measure carefully.
- Keep in mind that you are responsible for the cost of replacements if the original measurements are incorrect.
- Have one person measure all actors. Consistency is important.
- Refer to the chart below to understand how we interpret measurements. Please take all measurements.
- Pay special attention to identifying the actor's natural waistline. This is not necessarily where the actor wears his or her pants.
- Please note that other measurements are dependant upon the placement of the natural waistline.
- If an actor is considered to be oversized (see Rental Contract) please include a bicep measurement.
- Double check your completed measurements.

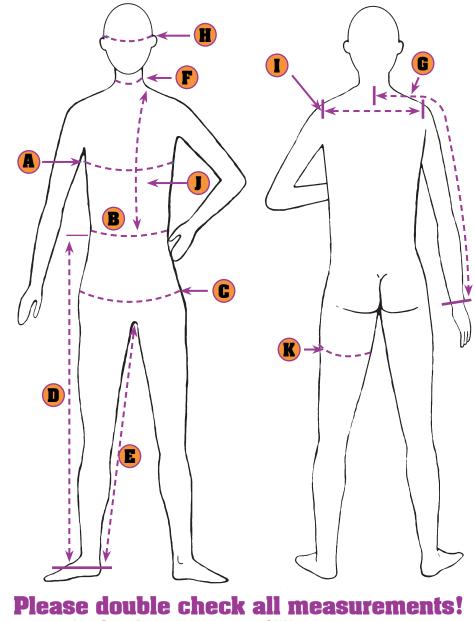
• Please call if you have any questions: 419-334-3236

Please use reverse side for measurements and additional information

See Video@CostumeHolidayHouse.com

- MEASUREMENT GUIDE -MEASURE CAREFULLY - DO NOT ADD EASE

- Chest/Bust circumference taken around fullest part of the chest
- B WAIST circumference taken around NATURAL waistline. Male: approx. 2" below bellybutton Female: approx: 1" above bellybutton
- **G** HIP circumference taken around fullest part of hip. Approximately 9" below Waist.
- **D OUTSEAM** taken from Waist to 1" below ankle bone.
- INSEAM Taken from crotch to 1" below ankle bone
- NECK circumference taken around base of neck
- SLEEVE taken from center back of neck, to shoulder bone, to waist.
- HEAD circumference taken around head above ears.
- SHOULDER TO SHOULDER taken across back from shoulder bone to shoulder bone
- **J** FRONT SHOULDER TO WAIST taken from where neck & shoulder meet over fullest part of Bust to Waist.
- K THIGH circumference taken at fullest part of thigh (approximately 3" down from crotch).



Any Questions please contact CHH at 1-800-348-6616



HOW TO ORDER

"Costume Professionals Since 1959"

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 (See Video@CostumeHolidayHouse.com). 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 or heights of 6'4" or taller.

AVOID RUSH FEES!

After receiving theatrical packet: Please place your

order at least three weeks before your show.

We cannot complete your order without all these forms.

- Signed contract.
- Purchase Order from schools only. Prepayment or credit card for all other orders. (add 3% for all credit card 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

- ► 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. For Thursday delivery add \$5 per costume. For Monday delivery \$3 off per costume.

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.
- ► Re-stocking charge is \$20 per 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 MADE EAST?

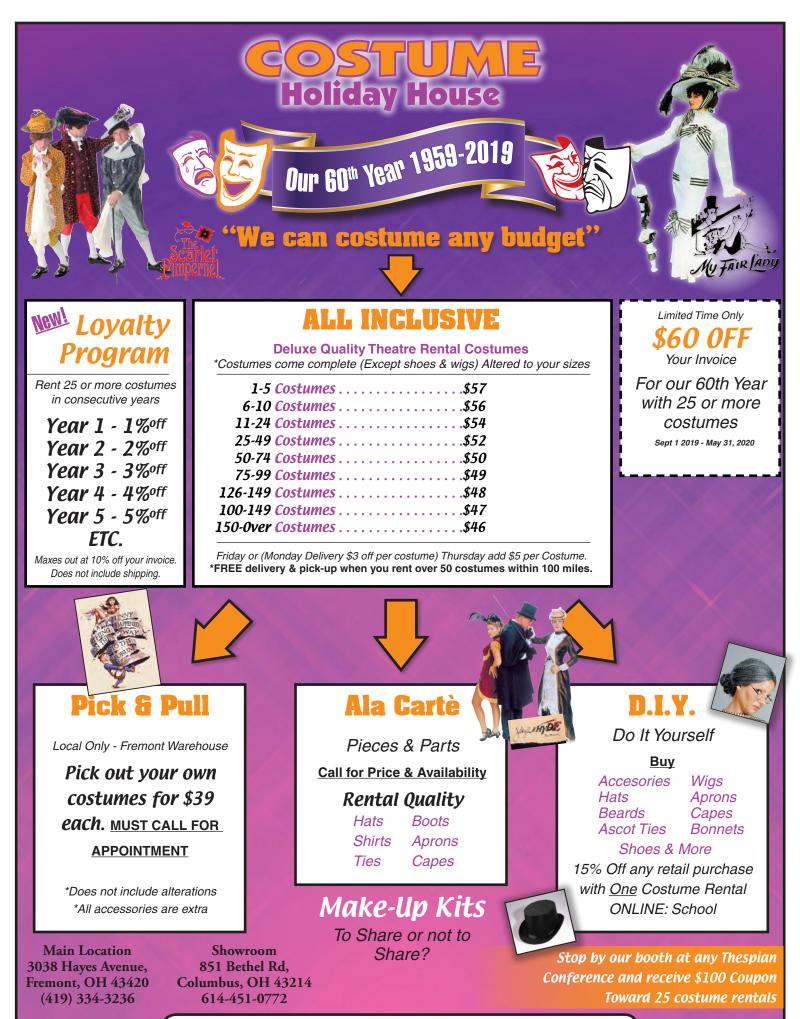
- ➤ At the end of the run, the actor is expected to return the costume to the costumer or wardrobe supervisor. It is recommended that the costumes be turned in and checked off immediately after the last performance (This discourages the temptation to keep a costume part as a souvenir.) If a piece is 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.
- No need to call, 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!!!

Any Questions? Please contact us @ 419-334-3236 HTO 6-19 or Theatre @ CostumeHolidayHouse.com







for more options go to - CostumeHolidayHouse.com



Do It Yourself Betail Costume Plot

Retail Costume Plot

See us at CostumeHolidayHouse.com





Men

- Buckles
- Jabot
- Ties
- Hats/Caps
- Boot Tops
- Spats
- Suspenders
- Belt
- Hose
- Shirts
- Mustaches
- Beards and More...

Accesories

- ✓ Wigs
- ✓ Wig Caps
- Gloves
- Props
- Swords
- Crown
- Bobby Sticks
- Shoes
- Special Effects

and More...



Women

- Мор Сар
- Cape
- Tights
- Tiara
- Bonnets
- Aprons
- Blouses
- Parasol

and More...



15% OFF

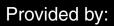
any retail purchase with <u>One</u> Costume Rental

To see more Costumes... Go To: CostumeHolidayHouse.com Call: 1-800-348-6616 Fax: 419-334-7372

Holiday House

Aur 60th Yea

Online Enter: School





1-800-348-6616 CostumeHolidayHouse.com

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Mini-Pro Student Makeup Kit



Together with the help of our extensive network of theatre experts, we've created our "MINI-PRO" Student Makeup Kits! This kit is equipped with exactly what any modern performer needs to get ready for his/her big performance. Our deluxe professional quality makeup kit includes versatile colors and additional accent shades that can be used on the eyes, cheeks, lips, and body. A great value on essential professional makeup products only available from Mehron! (Item #KMP)



The Mini-Pro Kit contains:

- 8 Color Palette
 4 Foundation Shades*
 4 Accent Shades
- Colorset Powder
- E.Y.E Liner Pencil Black
- Stipple Sponge
- 2 Non-Latex Sponges
- Powder Puff
- Instruction Booklet
- Stageline Brush



This kit is available in 3 shade variations:

Medium/Olive Medium (NM) Medium Dark/Dark (ND) Foundations Foundations Dark Olive Medium Olive /ledium Dark Liaht Ebo dium Eb OS6 Dlive OS OS10 Eye Creams Cheek Cream Lip Cream Eye Creams Cheek/Lip Cream Cream Beige Vatura Cream Beig ΖN

*See Coupon on other side

Ben Nye









Call for Pricing & Specials Costume Holiday House - 1-800-348-6616 For more makeup options visit - *CostumeHolidayHouse.com*



for more options go to - TheatreMusicGifts.com

WE WANT YOU!

Send us your <u>Photos</u> or <u>Videos</u> so we can Show off our costumes from your stage to ours!

Receive ONE FREE Gift from BuyDramaGear.com (\$25 Value) ThreatreMusicGifts.com

CATS

HELLO