Dear Director/Customer,

Thank you for considering us for a part in your show! We have received your request for costume rental information and we thank you for your interest.

Your costume plot or show suggestions are enclosed. If this is your first experience renting, this plot is an outline of how the costuming is most often approached for a particular show. However, be assured that we would be delighted to work with you, if you have a unique vision for your show. You will find our pricing on the Rental Worksheet and Specialty Pricing on the Costume Plot.

Top Ten Reasons to Choose Costume Holiday House.

1. Over 60 Years Experience with over 75,000 costumes.
2. Friday Delivery before your opening night (10 Day Rental).
3. Ship HASSLE FREE NATIONWIDE - We send UPS to you, no need to schedule a pickup.
4. Free Delivery/Pick-up within 100 miles - FOB Fremont, OH (when you rent 50 or more costumes)
5. Clean Costumes; Full dry cleaning facility on site. No need to clean them.
6. Costumes altered to fit your cast, by our excellent sewing staff.
7. 1 stop Theatrical Store: rentals, accessories, wigs, make-up and more...
8. Loyalty Program, New Pricing Levels, Specials & Coupons. Costumes as low as $49
9. We will beat any price per costume, Guaranteed! Call us for a price quote comparison.
10. EXCELLENT CUSTOMER SERVICE/WAITING TO SERVE YOU!

You may submit the costume plot with the costumes you desire, or send us a detailed list of costumes required. If you would like guidance or advice, our knowledgeable and dedicated team are always ready to assist you. If you prefer contacting me directly, please do not hesitate to do so.

Place your order early - with our new pricing levels, specials, loyalty program and coupons. Costume Holiday House has the most reasonable prices in the industry.

Break a leg! We look forward to playing our part in your next show.

Gregg A. Kerns
President

Main Location
3038 Hayes Avenue,
Fremont, OH 43420
(419) 334-3236

Showroom
851 Bethel Rd,
Columbus, OH 43214
614-451-0772

15% off internet web purchases when you rent 1 costume - Code “2022”
www.CostumeHolidayHouse.com
This must be returned before an order can go out.

1. ORDERING RENTALS: An inquiry is not an order. All orders are to be in writing (no phone orders). We need a signed contract, corrected measurement sheets and a copy of the purchase order with correct billing address. Be clear on what costumes you need, after either circle on costume plot or write down specifics on costume worksheet. Please place orders at least (5) weeks in advance of your show date. We will gladly accept FAX orders (419) 334-1722. 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 returned 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. A 3% service charge for all credit cards processed.

2. RENTAL PERIOD: Prices are for a TEN DAY rental period. Costumes will be sent by UPS and charges will be paid by you. Call tags will be sent by UPS to pick up your costumes. Costumes will arrive on Friday the front day your opening night and are to be returned or available for pick up the 1st business day after your last performance. 30% 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 receive your costumes on Monday, there will be an additional $5 charge for (each costume) on all Thursday night and are to be returned or available for pick up the 1st business day after your show order. Costumes were given to us by you. Please call us immediately if there is a problem with a costume. 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 provide. You are responsible for all measurements! You will be charged for any costumes sent that YOU measured incorrectly!

3. DELIVERIES/COSTUMES: See Prices on Worksheet.

4. ANIMAL COSTUMES: Prices range from $65.00 and up. Speciality Purchases Online or at our Stores. Prices are for a TEN DAY rental period. Costumes will arrive on the Friday prior to your opening night and are to be returned or available for pick up the 1st business day after your last performance. 30% 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 receive your costumes on Monday, there will be an additional $5 charge for (each costume) on all Thursday deliveries.

5. LARGE SIZES: Any measurement over 48 waist, 40 hips (male) or 44 waist, 42 hips (female) or 58 inches or taller 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).

6. MEASUREMENTS & ALTERATIONS: All orders received after 6 p.m. on the 20th business day (M-F) or less before your show MUST BE SHIPPED OUT, will be charged for (each costume) on all Thursday night and are to be returned or available for pick up the 1st business day after your show order. Costumes were given to us by you. Please call us immediately if there is a problem with a costume, we will do our best to have it ready for you. Costumes not returned properly will be charged 10% of rental price per costume.

7. RUSH ORDERS: Costumes to be returned the same day they were received are our hangars and with the Actor’s identification tag. Costumes not returned properly will be charged 10% of rental price per costume.

8. RETURNS: Costumes should be returned the same way they were received on our hangars and with the Actor’s identification tag. Costumes not returned properly will be charged 10% of rental price per costume.

9. DAMAGES, LOSS, & 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! Blistering pieces will be charged replacement value of the item not returned. NO TAPE ON COSTUMES.

10. ALTERATIONS: on costumes are to be made by HAND-STITCH with safety pin 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”. In 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.

Billing Address:
School/Theatre:
Attn:
Street/P.O. Box:
City, State, Zip:
Phone   Email

Terms & Conditions Effective January 1, 2021 - Dec 31, 2021

New Customer  Past Customer

How did you find out about Costume Holiday House?
Internet  Flier in Mail  Thespean Show  MTI, TRW, R&H
Other  Referral

Terms: © Due upon receipt 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.)
### 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 BLACK or BLUE Pen only

<table>
<thead>
<tr>
<th># OF COSTUMES</th>
<th>ACTOR’S NAME</th>
<th>CHARACTER</th>
<th>M/F</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
<th>A CHEST</th>
<th>B WAIST</th>
<th>C HIP</th>
<th>D OUT</th>
<th>E NECK</th>
<th>F SLEEVE</th>
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</table>

NAME OF PRODUCTION _____________________________________________________
COSTUMES NEEDED By (date) ________________________________________
THEATRE/SCHOOL _________________________________________________________
PERFORMANCE DATES ______________________________________________

TOTAL COSTUMES ___________ @ $ _________________= ____________________

Please Use This Form Only Do not use excel or other company forms

THIS FORM MUST BE RETURNED WITH ORDER

FAX OR EMAIL BACK
- MEASUREMENT GUIDE -

MEASURE CAREFULLY - DO NOT ADD EASE

**A** 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

**C** Hip - circumference taken around fullest part of hip.
- Approximately 5" below Waist.

**D** Outseam - taken from Waist to 1" below ankle bone.

**E** Inseam - taken from crotch to 1" below ankle bone.

**F** Neck - circumference taken around base of neck

**G** Sleeve - taken from center back of neck, to shoulder bone.

**H** Head - circumference taken around head above ears.

**I** 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).

Please use reverse side for measurements and additional information

See Video@CostumeHolidayHouse.com

- Any questions, please contact CHH at 1-800-348-6616
- Please call if you have any questions: 419-334-3236

Please double check all measurements!

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.

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

1. Signed contract.
2. Purchase Order from schools only. Prepayment or credit card for all other orders. (add 3% for all credit card orders)
3. Circle costumes on plot or write on SEPARATE SHEET. Complete all blocks on measurement sheet (have ONE person take all measurements - Adult preferably).
4. 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 Monday delivery add $5 per costume. For Thursday delivery add $3 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 EASY!
➤ 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 or Theatre@CostumeHolidayHouse.com

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HAVE A GREAT SHOW!!!
Any Questions? Please contact us @ 419-334-3236 or Theatre@CostumeHolidayHouse.com
January Pricing

"FROZEN" at $49 per costume
Shows must be performed in these months. Excludes Specialty Priced Costumes (Beauty & The Beast, Cats, etc.)

We can Costume any Budget!

ALL INCLUSIVE
Deluxe Quality Theatre Rental Costumes
*Customer name, contact number, and address to be given when you place your order.
1-10 Costumes $60  50-75 Costumes $59
11-24 Costumes $59  75-99 Costumes $52
25-49 Costumes $56  100 & Over Costumes $50
Friday or Saturday delivery $2 per costume. Tuesday or 15% discount for first 15 costumes. Free delivery & pickup upon request over 15 costumes within 50 miles. Executive Director/President: Costumes, Beauty & The Beast. Cell, etc.

Pick & Pull
Local Only - Fremont Warehouse
Pick out your own costumes for $49 each.
Must call for appointment
Does not include alterations. *All accessories are extra - $20 for returns

D.I.Y. Do It Yourself!
Ala Carte
Accessories - Boards, Wigs, Hats, Shears, Aprons, Ties, Capes

January Pricing
"FROZEN" at $49 per costume
June-August
"Summer Sizzler" at $49 per costume

D.I.Y. Do It Yourself!
Accessories - Boards, Wigs, Hats, Shears, Aprons, Ties, Capes

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

Theatre/School ____________________________________________
Name of Production ____________________________________________
Director/Costumer ____________________________________________
Phone # _______________________Cell # ______________________ Fax # _____________________________
E-Mail ____________________________
Costumes Needed By ____________________________________________
Performance Dates ____________________________________________
Best Way/Time to Contact ____________________________________________
Credit Card ____________________________ Exp ____ CVV ________ P .O# ____________________________

Ship to Address _______________________________
City ________________St._____ Zip ___________
Bill Address ____________________________________________
City ________________St._____ Zip ___________

Notes: ________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

*3% service charge for all credit/debit cards processed
List any additional costumes needed: 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. (Please Use Back)

**THIS FORM MUST BE RETURNED WITH ORDER - FAX OR EMAIL BACK**