



COSTUME RENTAL CONTRACT 2018 - 2019

"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

Terms and Conditions Effective Sept 1, 2018 - Aug 31, 2019

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) _____

☐ **NEW CUSTOMER** ☐ **PAST CUSTOMER**

How did you find out about Costume Holiday House?

☐ Internet ☐ Flier in Mail ☐ Thespian Show ☐ MTI

☐ Other _____

☐ Referral _____

Terms: ① Due upon receipt of invoice w/purchase order ② Payment in advance, checks or credit cards accepted - Mastercard, Visa, Amex, and Discover ③ 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.)]

→ 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 receive 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. Regular PRICES:	Friday Delivery	You SAVE
1 to 10 costumes	\$55.00 per costume	
11 to 24 costumes	\$52.00 per costume	6%
25 to 49 costumes	\$50.00 per costume	9%
50 to 74 costumes	\$49.00 per costume	10%
75 to 99 costumes	\$48.00 per costume	12%
100 to 125 costumes	\$47.00 per costume	14%
126 to 149 costumes	\$46.00 per costume	16%
150 and over costumes	\$44.00 per costume	20%

MONDAY DELIVERY \$3.00 OFF PER COSTUME

4. ANIMAL COSTUMES: prices range from \$65.00 and up. Specialty 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 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. 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 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 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, 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.: _____

Credit Card# _____ Exp. _____ CVV# _____

Initial _____ (I/WE AGREE TO A 3% SERVICE CHARGE FOR PROCESSING ALL CREDIT CARDS)

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	
_____	_____	_____	_____

(ON BACK OF CARD)

FAX OR MAIL BACK