



# 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](http://www.CostumeHolidayHouse.com)

E-Mail: [Theatre@CostumeHolidayHouse.com](mailto: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. 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 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.

FAX OR EMAIL BACK

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)



# MEASUREMENT SHEET

*"Costume Professionals Since 1959"*

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

Please fill out completely – **PRINT OR TYPE**  
 Please list special colors or requests on worksheet.

**\*\*\* PLEASE REFER TO INSTRUCTIONS ON “MEASUREMENT GUIDE” ON THE BACK OF THIS FORM \*\*\***

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

Please use BLACK or BLUE Pen ONLY

# OF COSTUMES	ACTOR'S NAME	CHARACTER	M/F	HEIGHT	WEIGHT	<b>A</b> CHEST BUST	<b>B</b> WAIST	<b>C</b> HIP	<b>D</b> OUT SEAM	<b>E</b> IN SEAM	<b>F</b> NECK	<b>G</b> SLEEVE	<b>H</b> HEAD	<b>I</b> SHLDR TO SHLDR	<b>J</b> SHLDR TO WAIST	<b>K</b> THIGH

NAME OF PRODUCTION \_\_\_\_\_

THEATRE/SCHOOL \_\_\_\_\_

**TOTAL COSTUMES** \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

COSTUMES NEEDED BY (date) \_\_\_\_\_

PERFORMANCE DATES \_\_\_\_\_

**- FAX OR EMAIL BACK -**

- 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 questions: 419-334-3236

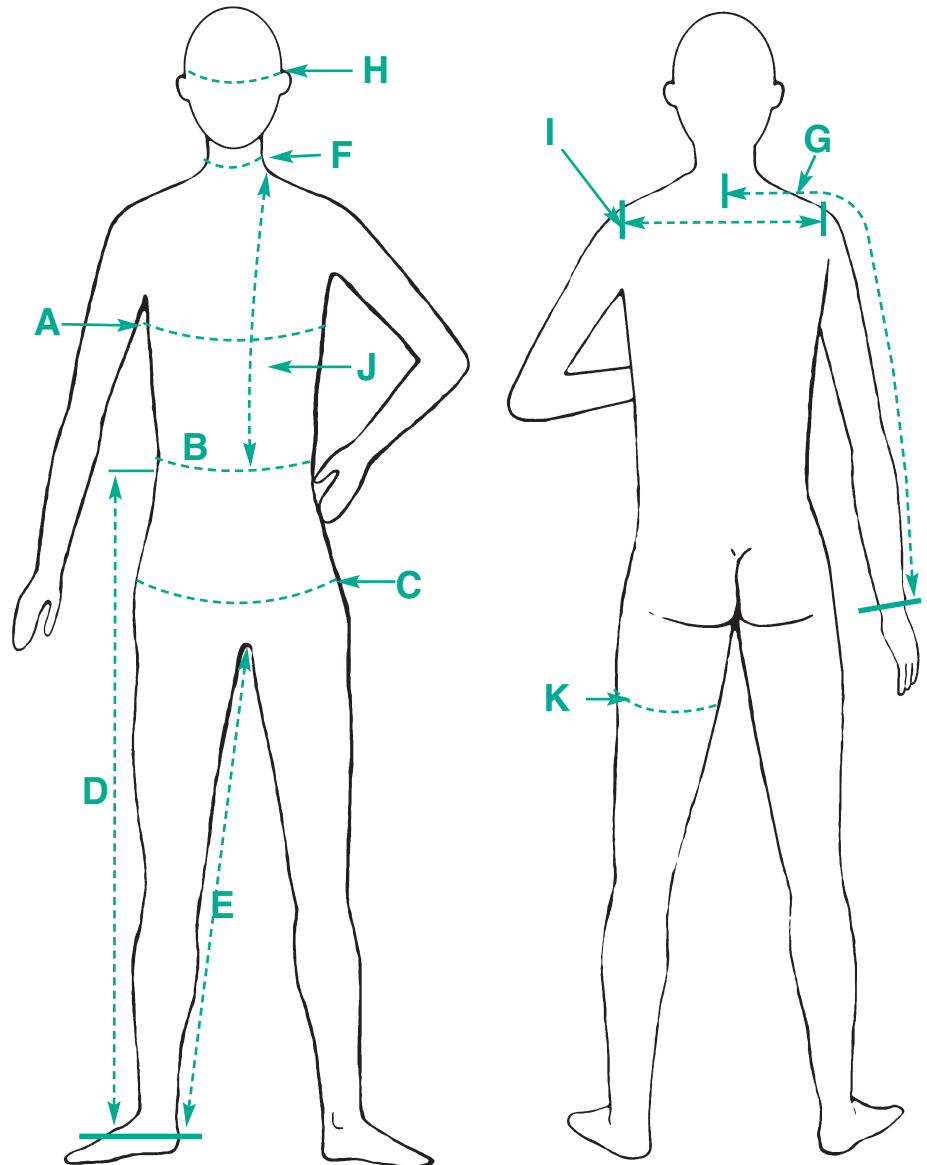


**Please use reverse side for measurements  
and additional information**

**— 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 9" 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, to wrist.
- 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 double check all measurements!**

**Any questions, please contact CHH at 1-800-348-6616**



# WORKSHEET 2018 - 2019

*"Costume Professionals Since 1959"*

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www.CostumeHolidayHouse.com • E-Mail: Theatre@CostumeHolidayHouse.com

## - Choose One Below -

### Regular Prices up to **20% OFF** AS LOW AS \$44.00

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

MONDAY DELIVERY \$3.00 OFF PER COSTUME  
THURSDAY ADD \$5.00 PER COSTUME

### FREE MAKE-UP KITS

(MEHRON OR BEN NYE)

### 100 COSTUMES OR MORE

### AT \$48.00 EACH

= 50 Kits Free - \$950 Value+

OR

### JANUARY PRICING

**"FROZEN" at \$39 PER COSTUME**

**or JUNE-AUGUST**

**"SUMMER SIZZLER" at \$39 PER COSTUME**

**SHOWS MUST BE PERFORMED IN THESE MONTHS**

EXCLUDES SPECIALTY PRICED COSTUMES  
(Beauty and the Beast, Cats, etc.)

### CLASSIC PRICING

# \$44 PER COSTUME

- Oklahoma
- Fiddler on the Roof
- Joseph and the Technicolor Dreamcoat
- Oliver

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 \_\_\_\_\_

Ship Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Bill Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax# \_\_\_\_\_

E-Mail \_\_\_\_\_

Costumes Needed By \_\_\_\_\_

Performance Dates \_\_\_\_\_

Best Way/Time to Contact \_\_\_\_\_

Credit Card \_\_\_\_\_ Exp \_\_\_\_\_ CVV \_\_\_\_\_ P.O# \_\_\_\_\_

(ON BACK OF CARD)

**\*3% service charge for all credit 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

*“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. **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

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**

- ◆ 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.
- ◆ 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**

- ◆ 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!!!**