

COSTUME Holiday House



Dear Director/Costumer,

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

- 10 Over 65 years experience with over 75,000 costumes
- 9 Friday delivery before your opening night (10-day rental)
- 8 Ship **HASSLE-FREE NATIONWIDE** - We send UPS to you, no need to schedule a pickup
- 7 Ask about our delivery/pick-up within 100 miles of - Columbus or Fremont
(when you rent 50 or more costumes)
- 6 Clean costumes; full dry cleaning facility on-site, no need to clean them
- 5 Costumes altered to fit your cast, by our excellent sewing staff
- 4 One-stop Theatrical Store: rentals, accessories, wigs, make-up and more...
15% off internet web purchases when you rent one costume - **Code "School"**
www.CostumeHolidayHouse.com
- 3 Loyalty program, new pricing levels, specials & coupons; Costumes as low as \$52
- 2 We will beat any price per costume, guaranteed! - Call us for a price quote comparison
- 1 **EXCELLENT CUSTOMER SERVICE & WE'RE 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.

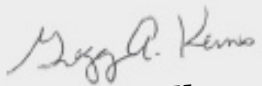
Place your order early - with our new pricing levels, specials, loyalty program and coupons, Costume Holiday House has the most reasonable prices in the industry.

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

MAIN LOCATION
3038 Hayes Avenue
Fremont, OH 43420
(419) 334-3236

SHOWROOM
851 Bethel Road
Columbus, OH 43214
(614) 451-0772

NEW COLUMBUS LOCATION
COMING JAN. 1ST, 2025
909 West King Ave.
Columbus, OH 43212


Gregg A. Kerns
President

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COSTUME RENTAL CONTRACT

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 Sept. 1, 2024 - Dec. 31, 2025

☐ **New Customer**

☐ **Past Customer**

How did you find out about Costume Holiday House?

☐ Internet ☐ Flier in Mail ☐ Thespian Show ☐ MTI, TRW, R&H

☐ Other _____

☐ Referral _____

Terms: ❶ Due upon receipt of invoice w/purchase order ❷ Payment in advance, checks or credit cards accepted - Mastercard, Visa, Amex, and Discover ❸ There is a 3.5% 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. ***3.5% 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. Deluxe Costumes: See Prices on Worksheet.

Parts & Pieces: Prices Vary.

Pick & Pull: \$52 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-3.5% 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 canceled within 7 business days of your order being 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 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 item not returned. TAPE ON COSTUMES is a \$100 FEE.**

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

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 3.5% service charge for Processing all credit/debit cards)**

(on Back of Card)
(AMEX - 4 Digits)

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
____/____/____	____/____/____	____/____/____

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WORKSHEET

"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

We can Costume any Budget!

ALL INCLUSIVE

Deluxe Quality Theatre Rental Costumes

**Costumes come complete (Except shoes & wigs) Altered to your sizes*

1-10 Costumes	\$65	50-74 Costumes	\$58
11-24 Costumes	\$62	75-99 Costumes	\$55
25-49 Costumes	\$60	100 & Over Costumes	\$52

Friday or (Monday Delivery \$3 off per costume) Thursday add \$5 per Costume.

Excludes Specialty Priced Costumes (Beauty & The Beast, Cats, etc.)

Pick & Pull

Local Only - Fremont Warehouse

**Pick out your own costumes
for \$52 each.**

MUST CALL FOR APPOINTMENT

**Does not include alterations • *All accessories are extra • \$20 for returns*

Ala Cartè

Pieces & Parts - Call for Price & Availability

Rental Quality

Hats, Boots, Shirts, Aprons, Ties, Capes

D.I.Y. Do It Yourself!

Accessories Wigs Hats Aprons
Beards Capes Shoes Bonnets Ascotte

15% Off any retail purchase with one Costume Rental ONLINE: School

65th Anniversary Savings

In honor of our 65th anniversary this year, we are offering these great theatre costuming deals!

- Over \$500 gets **\$50 OFF**
- Over \$1,000 gets **\$100 OFF**
- Over \$3,000 gets **\$250 OFF**
- Over \$5,000 gets **\$500 OFF**
- Over \$7,000 gets **\$750 OFF**
- Over \$10,000 gets **\$1,000 OFF**

Active until May 31, 2025

January Pricing

"FROZEN" at \$52 per costume

Must rent over 20 costumes; shows must be performed in these months. Excludes Specialty Priced Costumes (Beauty & the Beast, Cats, etc.)

June - August

"Summer Sizzler" at \$52 per costume

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 to 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# _____

Notes: _____

***3.5% service charge for all credit/debit cards processed**

(ON BACK OF CARD)
(AMEX - 4 Digits)

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

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](http://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.
• Purchase Order from schools only.
Prepayment or credit card for all other orders. (add 3.5% for all credit card orders)
- 2 • Circle costumes on plot or write on SEPARATE SHEET.
• Complete all blocks on measurement sheet (have ONE person take all measurements - Adult preferably).
- 3 • 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!
- PUTTING TAPE ON COSTUMES WILL BE A \$100 FEE.

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. RS TAGS ARE SENT in ENVELOPE with COSTUMES.
- 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!!!

- 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**

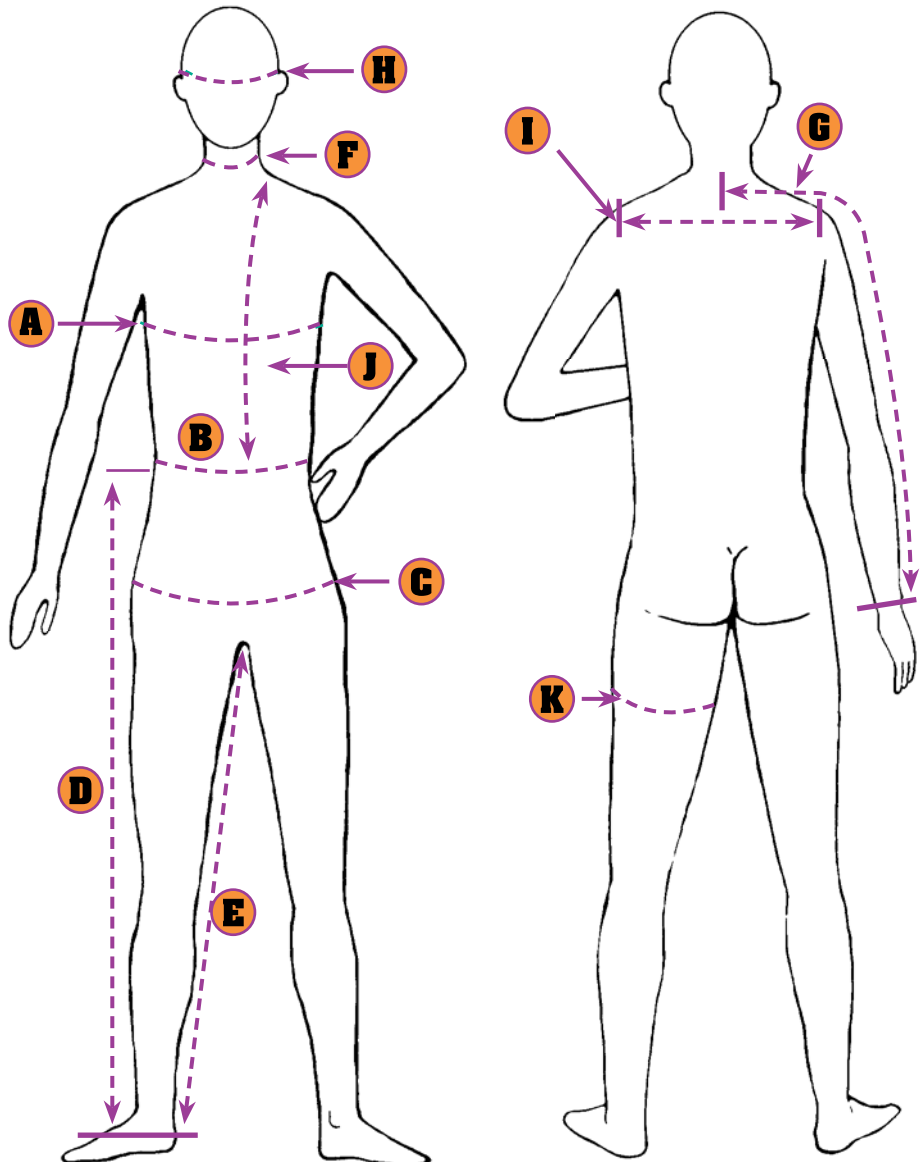


Please use reverse side for measurements and additional information

See Video@CostumeHolidayHouse.com

- MEASUREMENT GUIDE - MEASURE CAREFULLY - DO NOT ADD EASE

- 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

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

[illegible]

NAME OF PRODUCTION _____

COSTUMES NEEDED By (date) _____

THEATRE/SCHOOL _____

PERFORMANCE DATES _____

TOTAL COSTUMES _____ @ \$ _____ = _____

THIS FORM MUST BE RETURNED WITH ORDER

FAX OR EMAIL BACK MB 8-21



MAIN LOCATION
 3038 Hayes Avenue
 Fremont, OH 43420
 (419) 334-3236
 CostumeHolidayHouse.com

SHOWROOM
 851 Bethel Road
 Columbus, OH 43214
 (614) 451-0772
 internet@costumeholidayhouse.com

NEW COLUMBUS LOCATION
COMING JAN. 1ST, 2025
 909 West King Ave.
 Columbus, OH 43212

SALES MERCHANDISE / FUNDRAISING ORDER FORM

SHIP TO:

Name _____
 School/Organization _____
 Street _____
 City _____ State _____ Zip _____
 Phone _____
 Cell _____
 Email: _____

☐ Residential
☒ Business

SHIP VIA:

- ☐ Standard Shipping
☐ Express Shipping (2 to 3 Business Days)
☐ Overnight Shipping (1 Business Day)

Notes:

Permission to Substitute Out of Stock Items:

☐ Yes ☐ No (Order will be held until complete)

Name of Show _____
 Date of Show _____
 Date Required By: _____

ITEM #	ITEM DESCRIPTION	COLOR	QUANTITY	UNIT PRICE*	TOTAL PRICE

BILL TO:

Attn _____
 School/Organization _____
 Street _____
 City _____ State _____ Zip _____

CREDIT CARD INFORMATION:

CARD # _____
 Expiration Date: _____ CVV _____
 3% Charge (Amex 4 Digits)

Purchase Order # _____

SUBTOTAL	
SHIPPING	
SUBTOTAL	
SALES TAX	
TOTAL	