

## Encore Theatre Company (ETC) Costume and Prop Rental Policy

- 1) All requests must be submitted to the Costume/Prop Committee and be approved by the Board of Directors and include a detailed list of what is needed for production, at least one month prior to production.
- 2) Appointments for pulling and fitting costumes and props must be made at least 2-3 days in advance.
- 3) A deposit is required for all rentals, and is fully refundable upon receipt of clean and intact costumes. Deposits are as follows:
  - a) \$1,000 for requests requiring specialty costumes and/or 30 or more costumes
  - b) \$500 for requests requiring 20-29 costumes
  - c) \$250 for requests requiring up to 19 costumes
- 4) A rental fee per costume will be charged. Fees are as follows:
  - a) \$50 for speciality costumes
  - b) \$10 for formal and period costumes
  - c) \$5 for all other costumes
- 5) A deposit is required for all rentals, and is fully refundable upon return of props. Deposits are as follows:
  - a) \$500 for requests requiring specialty props and or 30 or more props
  - b) \$250 for requests requiring 20-29 props
  - c) \$100 for requests requiring 19 or fewer props
- 6) A rental fee will be charged for all rentals. Fees are as follows:
  - a) \$100 for specialty props and/or more than 30 props
  - b) \$50 for 20-29 props
  - c) \$35 for 19 or fewer props
- 7) All costumes and props must be returned in the same condition in which they were borrowed with costumes cleaned and on hangers, and renters are responsible for scheduling drop off dates and assisting in putting costumes away.
- 8) Costumes and props may be checked out up to one month prior to production, and must be returned within 2 weeks of the final performance.
- 9) Rentals returned later than 2 weeks after final performance will be charged a late fee of \$10 per costume.

\*All deposits and fees are subject to change at the discretion of the Board of Directors.

Encore Theatre Company (ETC) Costume and Prop Rental Agreement

- 1) Rentals/returns are by appointment only
- 2) Full rental amount is due upon receipt of invoice
- 3) A mandatory deposit is required for all rentals and must be received prior to costume loft visitation. This check/cash will not be processed unless items are not returned in good condition in a timely fashion. The deposit may be applied toward the rental fee at the time of the invoice if the renter desires, otherwise it will be returned to the renter intact.
- 4) Costumes and props must be returned within two weeks following closing date. Items returned after this date will be charged additional late fees unless other arrangements have been made.
- 5) Items must be returned clean. You may be asked to show proof of cleaning through a dry-cleaning receipt. It will be noted whether items are machine washable, dry-clean only or special instructions at ETC's discretion.
- 6) Please return costumes on hangers. There will be a \$1.00 charge for every item not returned on a hanger.
- 7) Unused costumes or props returned to ETC by the opening date of production will be credited back on invoice. If not returned before opening, they will be charged at the same rate as all other costumes.
- 8) All renters are responsible for helping return the garments and props to the proper racks at the conclusion of the rental. Failure to assist in returning items to the proper racks will incur a \$2 restocking fee per item.
- 9) No eating, drinking or smoking in costume, without prior consent.
- 10) No alterations are to be done to any rented costume or prop without prior consent of ETC. No cutting of fabric or seam allowance, No clipping into seams, No dyeing or distressing. Failure to observe will result in being charged the full replacement cost of the garment.
- 11) The renter assumes responsibility for repairing any damaged costume or prop and will reimburse ETC for the replacement value should the costume be lost, damaged or destroyed for any reason.
- 12) If your production has a program, acknowledgement for costume rental services should be included in your program in the following form "This production is costumed in part with the assistance of Encore Theatre Company"

By signing below, the Renter agrees to return the rented items to the ETC rental agent within the specified parameters, assumes responsibility for cleaning the costume items and takes full responsibility for any costume items rented if it/they are damaged, lost or stolen.

Signature \_\_\_\_\_

Renter: \_\_\_\_\_ School/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Billing address: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Production Dates: \_\_\_\_\_ Return Date: \_\_\_\_\_

Deposit: \_\_\_\_\_ Rental fee: \_\_\_\_\_ Paid: \_\_\_\_\_

Encore Theatre Company record of costume/prop rental

Committee member working with renter: \_\_\_\_\_

