



# CostumeRentals

855 east hennepin, minneapolis, mn 55414

## PROJECT RENTAL AGREEMENT

RENTAL CLIENT \_\_\_\_\_

(Please complete RENTAL CLIENT INFORMATION SHEET if you are a new rental client)

PROJECT CONTACT \_\_\_\_\_

Title \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Costumes are needed by \_\_\_\_\_

(ASAP is **not** a date)

1<sup>st</sup> Dress Rehearsal \_\_\_\_\_

Opening Date \_\_\_\_\_

Closing Date \_\_\_\_\_

COSTUME RETURN DUE DATE \_\_\_\_\_

DRY CLEANING will be done by: \_\_\_\_\_

CostumeRentals \*\*

Organization

\*\*cleaning charges will be added to your bill\*\*

PAYMENT: PO # \_\_\_\_\_

Cash / Check \_\_\_\_\_

Credit Card (please complete information below)

Security Deposit:  Certificate of Insurance

Cash / Check \_\_\_\_\_

Credit Card (information below)

### TERMS AND CONDITIONS FOR RENTAL

- This Merchandise is not for sale. It is for rental purposes only.
- Renter assumes all responsibility for loss and/or damage of all items entered under this rental order by reasons of fire, flood, theft, or damage from any cause what so ever. In the event of loss and or damage the renter agrees to pay CostumeRentals (Guthrie Theater Foundation and Children's Theatre Company) such amounts as the CostumeRentals manager may determine for repairs/replacements of any of these items (said amount not to exceed the value of the articles as itemized and valued). Renter may elect shipping insurance at their discretion.
- Renter agrees to return costumes in good condition, dry cleaned unless Renter has elected CostumeRentals to supply dry cleaning as outlined on Fees and Policies explanation sheet. Men's shirts may be laundered. When item(s) are returned soiled, the Renter will be charged for all dry cleaning and handling costs. Please include a copy of the dry cleaning receipt
- Items will **not** be altered, dyed, painted, or changed in any way. To do so will result in charges equal to the full replacement cost of the item(s). Alterations can only be made only with written permission from the CostumeRentals manager.
- Additional rental charges will apply when items are not returned by the scheduled return date.
- When shipping is required renter agrees to pay all shipping charges. Return shipments will be charged a \$50 service fee if not shipped to the above address.
- This agreement is not subject to cancellation or change without the written consent of the CostumeRentals Manager. Orders pulled and then cancelled are subject to additional charges.
- Renter agrees to indemnify, defend and hold harmless CostumeRentals (the Guthrie Theater Foundation and the Children's Theatre Company), their boards of directors and employees from any and all claims of action, costs and expenses (including reasonable attorney fees and other costs in investigating and defending same), which arise from or relate to any alleged copyright infringement, bodily injury or property damage caused by the use of rented costume items.
- The Signor, as Renter, or authorized agent for Renter, agrees that Renter assumes full financial responsibility for all costumes rented from CostumeRentals.

I have read these terms and conditions as well as the Fees & Policies explanation sheet carefully. I fully understand and agree to the above regulations.

Signor \_\_\_\_\_

Date \_\_\_\_\_

Agent for \_\_\_\_\_

Credit Card information will be secured separately from your "working" order and will be destroyed at the completion of this rental.

Client / Project \_\_\_\_\_

VISA / MC

AMEX

DISCOVER

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Please Circle One:

Payment Only

Security Deposit Only

Payment & Security

A combined project of Guthrie Theater and The Children's Theatre Company

(612)375-8722

[costumes@costumerentals.org](mailto:costumes@costumerentals.org)

fax (612)375-8733

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## SHIPPING AGREEMENT

### SHIP TO ADDRESS:

Organization: \_\_\_\_\_

Building Name: \_\_\_\_\_ Suite/Room #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attention: \_\_\_\_\_ Title: \_\_\_\_\_

SHIP TO Address is (circle one) COMMERCIAL or RESIDENTIAL

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### SHIPPING SPEED / PAYMENT OPTIONS

\_\_\_\_\_ ADD SHIPPING CHARGES TO MY FINAL INVOICE

\_\_\_\_\_ BILL SHIPPING ACCOUNT PROVIDED

UPS or FedEx Account Number: \_\_\_\_\_

### PLEASE CIRCLE YOUR PREFERRED SHIPPER AND SPEED

UPS 3 DAY SELECT                      UPS 2<sup>ND</sup> DAY AIR                      UPS GROUND

UPS NEXT DAY AFTERNOON DELIVERY                      UPS NEXT DAY 10 AM DELIVERY

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FedEX SECOND DAY                      FedEX EXPRESS SAVER                      FedEX GROUND

OVERNIGHT FedEX                      PRIORITY OVERNIGHT

I agree, as representative for the theater/organization named in this agreement to pay all shipping costs incurred in the rental of costumes from CostumeRentals. I understand the various shipping options and that my request for using a specific shipper implies my willingness to pay all freight charges incurred. As per Terms and Conditions for Rental, renter assumes all financial responsibility for loss or damages what so ever, and may elect shipping insurance at their discretion. All returns must be shipped to the address above. *Any returns NOT shipped to the above address will be charged a \$50.00 service fee.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CostumeRentals

Organization \_\_\_\_\_

855 east hennepin, minneapolis, mn 55414

Date \_\_\_\_\_

Production \_\_\_\_\_

M/F	Actor - Character	Height	Weight	Neck*	Nape to Wrist*	Chest *	Waist *	Hips	Inseam *	Outseam *	Nape to Waist	Nape to floor	Shoulder to Shoulder across the back	Head ** circumf.	Shoe **

Costume request:

*Internal Use:*

M/F	Actor - Character	Height	Weight	Neck*	Nape to Wrist*	Chest *	Waist *	Hips	Inseam *	Outseam *	Nape to Waist	Nape to floor	Shoulder to Shoulder across the back	Head ** circumf.	Shoe **

Costume request:

*Internal Use:*

M/F	Actor - Character	Height	Weight	Neck*	Nape to Wrist*	Chest *	Waist *	Hips	Inseam *	Outseam *	Nape to Waist	Nape to floor	Shoulder to Shoulder across the back	Head ** circumf.	Shoe **

Costume request:

*Internal Use:*

\*Required Fields

\*\*Only if requesting hats or shoes