

# Tipton Community Theatre (TCT) Costume Rental Agreement

*All rentals are secondary to TCT productions. Since rentals are not our primary business, there may be some limitations on when and what costumes are available at the time of your rental.*

**Rental Start Date:** \_\_\_\_\_ **Rental Return Date:** \_\_\_\_\_

## RENTAL INFORMATION

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Second Phone/E-mail: \_\_\_\_\_

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

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

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

Production Name: \_\_\_\_\_

Production Open Date: \_\_\_\_\_ Production Close Date: \_\_\_\_\_

## Costume Rental Policies

### ALTERATIONS

Costumes may be altered to fit, but must be returned to their original condition before returning. If a costume is returned in an altered condition, damages fees will be charged

*Costumes may NOT be cut, dyed, painted or permanently altered without written permission from TCT. Tape, iron-on bonding web, glue or any other type of adhesives may NOT be used on costumes.  
**All alternations must be sewn .***

### DEPOSITS

**All rentals require a security deposit.** The standard deposit is 20% of the total rental and is to be given upon initial pick-up. Deposits will be credited toward your final charges when the rental is complete (all items returned) Final payment will be due upon return of rental.

### FEES

**Late Fees** - If the rental time exceeds the agreed upon rental period, a charge of 20% of the total rental will be added for each additional week.

FEES

**Damaged or Lost Costume Fees** - Normal wear and tear on costumes is expected and won't incur extra charges. Damage beyond normal wear and tear will incur damage charges.

Damage charges will be assessed for broken zippers, detached garment pieces, make-up or other permanent stains or any other damage that renders the costume unrentable. It includes the cost of the supplies needed to restore the garment to its original state as well as labor costs.

Major damage to costumes, including irreparable tears, or irreversable marks will be assessed at the replacement value of the costume.

Lost costumes will be assessed with a **Lost Costume Fee** equal to the replacement cost of the costume.

RETURN RENTAL DATE

The return date is calculated by your production closing date plus ten calendar days. If for any reason you need more time, please inform us within 48 hours prior to your due date.

DISCLAIMERS

Costumes are sent in the best possible condition; however, costumes are used and may have small imperfections that do not effect the integrity of the performance. The renter agrees to accept the

Tipton Community Theatre and its volunteers are not responsible for accidents or injuries related directly or indirectly from the use of the rented items

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I have read and understand the Costume Rental Agreement above and agree to abide by them. I agree to payment damage/replacement to Tipton Community Theatre.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Total Rental: \$ \_\_\_\_\_  
- Security Deposit \$ \_\_\_\_\_

Date Returned: \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_  
(If applies)

**TOTAL DUE** \$

Date Paid: \_\_\_\_\_