



COSTUME RENTAL AGREEMENT

This Agreement is by and between Theatre Memphis 630 Perkins Ext. Memphis TN, 38117 and the renter/contact person named herein on the following terms and conditions who shall assume ALL LIABILITY for loss or damage of all items listed on the following page.

CONTACT NAME _____ PHONE _____

COMPANY NAME _____

PRODUCTION _____

DATE SHOW/FILM CLOSSES _____ DATE CHECKED OUT _____

ANTICIPATED RETURN DATE _____

BILLING ADDRESS _____

ATTENTION TO _____ TITLE _____

COSTUME CHECK-IN/ CHECK-OUT: You must make an appointment for pulling garments, costume pickup, and return by calling the Costume Shop office at 901-682-9908 Monday through Friday from 10:00 AM - 4:00 PM or emailing costumerentals@theatrememphis.org. The Costume Shop Manager or the Resident Designer must be present at the time of check-in and check-out.

RETURNS: All costumes rented must be returned by the return date specified in this agreement. The renter is responsible for restocking every garment that they pull. If the renter fails to restock the garments there will be a \$50 restocking fee for every 10 garments. Late returns past the 2 week grace period, will incur a charge of \$15.00 a day, per piece. At 30 days past due, costumes will be classified as 'Missing' and will be subject to replacement charges.

LAUNDERING/DRY CLEANING: All costumes loaned or rented must be returned clean, this means either laundered or dry cleaned as specified by garment. Costumes returned unlaundered or not dry cleaned will incur a penalty charge of \$25.00 per item. Costumes damaged due to improper cleaning will be handled as damaged or lost, as described below.

DAMAGED AND/OR MISSING ITEMS: Damaged or missing pieces of a garment or pieces altered without authorization will incur repair or replacement charges. This charge can range from \$25.00 - \$500.00, depending on the costume. If an item is damaged or lost it will be repaired or replaced as determined by the Costume Shop at the expense of the renter.

ALTERATIONS: Costumes may be altered in ways that do not damage the integrity of the item. The item must be restored back to the condition in which it was loaned out, prior to the return of the item. Items cannot be dyed, painted or glued.

CREDIT: Shows that rent up to $\frac{3}{4}$ of the costumes from Theatre Memphis must put a Design Credit reading as follows in the program: *Costumes from Theatre Memphis.*

PRICES: Prices listed on the form are for the rental period agreed upon.

PAYMENT : Payment is required upon the check-out of the rental, either in form of credit card information or check. Checks shall be made out to Theatre Memphis and written for the amount of the rental. Upon the return of the rental, a staff member of the Theatre Memphis Costume Shop will assess the items to determine if any additional penalty fees have been incurred, and the renter will be billed accordingly.

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|-------------|--------------------------|----------------------------|-------------|
| Upon Rental | _____ | _____ | Date: _____ |
| | Theatre Memphis Employee | Agent of Borrowing Company | |
| Upon Return | _____ | _____ | Date: _____ |
| | Theatre Memphis Employee | Agent of Borrowing Company | |