Eastern Costume Company

**Rental Agreement (updated 11/2021)**

\_\_\_Merchandise is not for sale. It is for rental purposes only.

\_\_\_Renter is accepts all responsibility for loss/ or damages of all items entered under this rental agreement; fire, flood, theft, or damage from any cause whatsoever. In the event of loss and or damage the renter agrees to pay Eastern Costume Company (Piedmont Players Theatre, Inc.) such amounts as the Eastern Costume Company manager may determine for repairs/replacements of these items (said amount not to exceed the value of the articles as itemized and valued).

\_\_\_1. Prices are quoted per day, week, or show. For longer periods, special arrangements must be made. Eastern Costume aims to ship your order to arrive before your first dress rehearsal. A 4-6 week written notice of shows is necessary prior to being costumed by Eastern Costume Company. A credit card deposit must be made before work will begin on shows. If no credit card is available, then a check of $500 will be required for the show deposit, which can/ will later be applied to the final bill or damages.

\_\_\_\_1a. COVID-19 Cancellations are subject to the cancellation fee (see #6) for all work/labor performed for costume pulling, creating, and/or any alterations.

\_\_\_2. Costumes must be returned or shipped back on the first business day after your last performance. Theatrical late returns, will incur an overtime fee of 15% of the total bill, per day. Non group rental (individual) late returns will incur a 50% fee per day. Late fees are due upon return of the costume. Tracking info is required for all shipped returns. Tracking info should be sent to [orders@easterncostumecompany.com](mailto:orders@easterncostumecompany.com).

\_\_\_\_2a. Return all hangers. There is a $1 charge, per hanger, not returned.

\_\_\_\_2b. Eastern Costume Company will provide all cleaning, unless specified by shop Manager. Extra cleaning charges may apply if the quantity of costumes rented is over 100.

\_\_\_3. Reasonable wear to costumes is to be expected. Damages are considered, but not limited to be: tearing, burning, ripping, cuts, glue (including hot glue), staining, removal of buttons, medallions, badges, cracking, breaking or removing trim. \*\* Knee slides are not to be performed while in rental costume(s).\*\* You will incur full replacement cost for costumes or accessories to costumes which are not returned, lost, or damaged while in your possession or by improper packing for return.

\_\_\_4. Minor alterations must be made by ***hand basting***. Machine stitching may incur damage fees. Other unacceptable and chargeable alterations include, mending tape, glue, hot glue, stitch-witchery, dying, spray painting, wonder under usage, and/or adding ornamentation that is permanent to the garment.

\_\_\_5. You will pay full rental value for costumes you do not use, unless you return the complete unwanted costume prior to your opening show date.

\_\_\_6. A cancellation fee of $25, per costume rented, will be charged for cancelled/ changed costumes once alterations have been made, pulled, or that have been either shipped, not shipped, or picked-up/delivered. \*This includes cancellations due to COVID-19.\*

\_\_\_7. Hats and accessories shipped in a separate box, **MUST** be returned in the original shipping container.

\_\_\_8. You are responsible for shipping costs BOTH ways.

\_\_\_9. Payment in full is due on the first business day after your final performance, unless prior arrangements are made. A late fee charge of 2% per week will be assessed on all past due accounts.

\_\_\_10. Orders received 10 or less business days prior to shipping will incur a 30% rush fee. You are also responsible for extra expedited shipping costs, if requested or required.

\_\_\_11. Costumes that need to be built due to the size of an actor/ actress will have an additional charge added for labor.

Signature and date:

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