

# IVORYTON PLAYHOUSE COSTUME RENTALS

## COSTUME RENTAL CONTRACT

<b>Date:</b>
<b>Company / Customer Name and Address:</b>
<b>Production/Event or Show Name</b>
<b>Contact Person's Name:</b> <b>Contact Person's Phone Number:</b> <b>Contact Person's e-mail address:</b>
<b>Description(s) and Value of Costume(s) Rented:</b>
<b>Performance Opening Date:</b>
<b>Date To Return Unused Costumes by:</b>
<b>Performance Closing Date:</b>
<b>Date of Final Costume Rental Return:</b>

This letter will constitute an agreement between Ivoryton Playhouse Costume Rentals, d/b/a IVORYTON PLAYHOUSE FOUNDATION ("IPF") and (THE CUSTOMER) for the rental of costumes for the above named production / event. The Customer has read, understands, and agrees to comply with IPH's Terms of Rental. (See below.)

### TERMS OF RENTAL

**BEFORE TAKING POSSESSION OF COSTUMES, THE CUSTOMER AGREES TO PAY RENTAL FEES LISTED ABOVE AND RETURN COSTUMES CLEANED AND IN SAME CONDITION AS WHEN RENTED, BY THE DATE LISTED ABOVE.**

**CUSTOMER IS RESPONSIBLE FOR ALL CLEANING AND REPAIR COSTS.**

**BEFORE TAKING POSSESSION OF COSTUMES, CUSTOMER IS EXPECTED TO FIND OUT WHETHER GARMENT IS REQUIRED TO BE DRY-CLEANED OR MACHINE/HAND LAUNDERED.**

**NORMAL WEAR AND TEAR, AND FABRIC FADING ARE EXPECTED, ESPECIALLY AFTER LONG SHOW RUNS. HOWEVER; TO AVOID EXTRA CHARGES FOR DAMAGE: ASK ACTORS TO AVOID KNEE SLIDES, CRAWLING OR ROLLING ON FLOORS, REMOVAL OF SHIRTS/JACKETS WITHOUT FIRST UNBUTTONING, EATING/DRINKING IN COSTUME, AND EXCESSIVE NECK AND HAIRLINE MAKE-UP. AVOID ILL-FITTING GARMENTS. FOR EXAMPLE, GARMENTS THAT ARE TOO TIGHT WILL TEAR DURING PERFORMANCE; PANTS, DRESSES, AND SKIRTS THAT ARE TOO LONG WILL DRAG UNDER SHOES AND HEMLINE WILL COME UNDONE OR TEAR.**

**METHOD OF PAYMENT:** Cash \_\_\_\_\_ Check# \_\_\_\_\_ Charge# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

**ACCEPTS TERMS OF COSTUME RENTAL CONTRACT AS CUSTOMER'S REPRESENTATIVE:**

Agreed and accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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