

LOOKING 4 COSTUMES

COSTUMES FOR SCHOOLS, THEATERS & THE TRADE

Costume Rental Agreement

DEPOSIT INFORMATION

ORGANIZATION INFORMATION

School / Theater / Organization		
Name of Play / Event / Musical		
Opening Date		Closing Date
Costumes Needed by Date		

Estimated RENTAL Cost	\$
Estimated CLEANING Cost	\$
50% Deposit Amount	\$
Deposit Paid Via	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card
TO KEEP PRICES LOW, WE DO NOT ACCEPT PURCHASE ORDERS.	

ORDERING COSTUME RENTALS: All orders must be in writing with a signed rental agreement and deposit. Phone calls and e-mail inquiries are not an order. We require both a signed rental agreement and a 50% deposit.

ONLY WHEN YOU RECEIVE AN E-MAIL CONFIRMATION OF YOUR DEPOSIT WILL YOUR ORDER HAVE BEEN PLACED AND COSTUMES RESERVED.

RUSH CHARGES: To avoid rush charges we need costume worksheet and measurement form at least three (3) weeks in advance of your ship date. Orders or costume measurements received less than ten (10) calendar days prior to your ship date are subject to a 25% rush charge for the first week only. You are responsible for any premium shipping costs. The costume plot will have the specifics of what costumes you are renting.

STANDARD SIZES: Our costumes are designed for men between 5'-6" and 6'-2" in height and up to 200 pounds — women between 5'-2" and 5'-11" in height and up to 160 pounds. Costumes rentals outside these ranges cost 50% more.

RENTAL PERIOD: **FIRST WEEK RENTALS ARE FOR 10 CALENDAR DAYS**, all subsequent rentals are full week periods only **FROM DATE OF RECEIPT AT YOUR FACILITY TO THE DATE THEY LEAVE YOUR FACILITY.**

Please make sure your receiving department promptly processes these deliveries for you, since the clock is ticking. Costumes are sent and returned via UPS. You pay all shipping charges, both ways.

MEASUREMENTS: Please refer to our measurement forms. We go by measurements, not sizes. Please inform us **IN ADVANCE** of physical characteristics of cast members that could affect the fit of garments. (See **STANDARD SIZES**) Correct measurements are your responsibility. Please see our measurement video on our web site or call if you have any questions. Always have an adult perform the measurements.

ALTERATIONS: All alterations are to be made by hand stitching, or safety pins. No tape, glues or staples. **NEVER CUT OR DISASSEMBLE COSTUMES OR YOU WILL BE CHARGED FOR REPLACEMENT COSTS.** All costumes are cleaned and pressed prior to shipping to you. Do not clean our costumes without prior approval.

DAMAGES AND LOST PIECES: All garments contain a unique serial number and barcode label. Do not remove these labels. A detailed list of costumes supplied will be provided with your rental for inventory control and, to check items in and provide a packing list for returning. Any damage, including excessive

makeup, that makes the costume unusable for future use will be charged at replacement value. Costumes that are part of a matched set will result in a charge for the entire matched set. Damages include cigarette burns, blood, stage makeup grease and excessive rips and tears. Damages due to choreography or stage movement (e.g. knee skids) require replacement of the garment. Missing pieces are charged replacement value.

CLEANING FEE: A charge of **9.5%** of the costume rental fee (excluding shipping) shall be applied for normal costume cleaning. **HEAVY MAKEUP STAINS WILL HAVE AN EXTRA CLEANING CHARGE.**

RETURN SHIPPING: Please repack costumes the way they were received; on hangers, in protective plastic bags, with our inventory control tag intact. There is a charge of 10% of rental for costumes not packed properly for shipping. **SHIPPED COSTUMES MUST BE RETURNED VIA UNITED PARCEL SERVICE (UPS).**

PAYMENT: TO KEEP PRICES LOW, INVOICES MUST BE PAID IN FULL BEFORE SHIPPING. This agreement is covered and enforced under Pennsylvania law. You are responsible for all collection costs. PLEASE MAKE CHECKS PAYABLE TO BERTÉ, LTD.

I / We agree with the above policies, assume liability for the costumes rented and any extra repair/rental/replacement charges and enter into this costume rental agreement.

AUTHORIZED SIGNATURES

Contact Name Name (Printed)	Signature	Date
Phone Number (Mobile if Possible)	E-Mail Address	
Principal / Treasurer Name (Printed)	Signature	Date
Phone Number (Office Phone)	E-Mail Address	

SHIPPING INFORMATION

Name	
Address	
City / State / Zip	
Special Instructions	

SECURITY DEPOSIT CREDIT CARD INFORMATION

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Name on Card		
Card Number		
Expire Date		Billing Zip Code
CVN# (on back)		

MAKE CHECKS PAYABLE TO BERTÉ, LTD. RETURN COSTUMES TO: 820 FIRST STREET, LANCASTER PA 17603
PHONE: (717) 291-9894 FAX: (717) 295-9655 WWW.LOOKING4COSTUMES.COM

FAX TO (717) 295-9655