

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Krannert Center for the Performing Arts
500 South Goodwin Avenue
Urbana, IL 61801-3788



Costume Rental Contract 4961

- 1) The Krannert Center For the Performing Arts (KCPA) agrees to rent the costumes listed on the attached Rental Schedule (s) to and for their production of _____
- 2) The agreed upon rental fee, shipping and dry cleaning costs (to be provided on your invoice) covering the period from to . **Basic rental is for up to 5 weeks plus one week free to ship costumes back to us. Productions which are extended OR costumes which are returned later than the above date will be charged an extension fee of 15% of the total rental fee per additional week.**
- 3) Renter must, upon receipt of costumes, check in all items to insure accuracy of the Rental Schedule. KCPA Rental Manager must be notified immediately of any missing items. Renter will have 10 days from the receipt of costumes to do fittings. Unused pieces are to be returned before opening of the show. Failure to do so will result in full costume rental charges. A non-negotiable restocking fee of \$3.00 per costume will be charged for unused returned costumes. The restocking fee will be \$6 per costume when more than 50% of all costumes are returned unused.
- 4) For each show, a costume rental agreement will be issued between the renter and KCPA. A deposit of 1/2 the total amount of the costume rental charges must be remitted upon shipping/picking up the costumes. This deposit will be subtracted from your final costume rental bill. Any adjustment to your bill will be made at that time. The final bill will be issued upon return of all rented costumes.
- 5) **Costumes will be dry cleaned by KCPA after costumes are returned.** Any dry cleaning of costumes done by the renter during the rental period must be pre-approved by KCPA. It is understood that these costumes are rented as is. Any alterations done by the renter must be approved by KCPA; altered garments must be restored to their original condition prior to being returned. Dyeing, cutting of fabric, distressing, etc. cannot be done to any KCPA garments.
- 6) It is also understood that KCPA will charge additional rental, repair or replacement fees to the renter if (a) costumes are returned in a damaged condition (this includes torn fabric, dyed or excessive make-up stains); (b) alterations done by the renter are not removed; (c) garments are lost/not returned. The renter will be notified in writing within two weeks of the return of rental of any additional charges. These charges will not exceed the value of the individually rented materials. any damage to the barcode labels on KCPA costumes will result in an additional charge of \$5.00 per label for replacement of the label. Do not attempt to remove these labels; it will result in damage to the garment and you will be charged. Eating, drinking and Smoking in KCPA Costumes is prohibited unless prior approval is granted by the costume rental manager.
- 7) Costumes will be returned via UPS, FedEx, or in person and will be insured for noted value. Hats must be packed separately from other costumes and packed with packaging "peanuts," shredded paper, etc. to protect against damage caused by shipping.
- 8) KCPA would appreciate program acknowledgement for costume rental services provided according to the following form:
"This production is costumed in part with the assistance of the Krannert Center for the Performing Arts at the University of Illinois." Please enclose a copy of your program when returning your rental.
- 9) The below signed agrees to all of the above conditions of this rental contract.

Customer Signature _____

KCPA Rental Manager Approval _____

KCPA Costume Shop Approval _____

KCPA Production Manager Approval _____

Person placing order:

Person taking order: **NICOLE FAURANT**

Phone- W:

H:

C:

FEIN #:

Date of order: 11/4/09

Date shipped/picked up:

IF THERE ARE ANY PROBLEMS OR QUESTIONS REGARDING THIS RENTAL PLEASE CONTACT THE KCPA RENTAL MANAGER