

Costume Rental Agreement 5656

- 1) The Krannert Center For the Performing Arts (KCPA) agrees to rent the costumes listed on the attached costume rental piece list(s) to **SAMPLE PERSON** and **SAMPLE THEATRE** for their production of **SAMPLE PRODUCTION**.
- 2) The agreed upon rental fee, shipping and dry cleaning costs (to be provided on your invoice) covering the period from **1/1/00** to **1/1/00**. **Basic rental prices are charged per week. Productions which are extended OR costumes which are returned after 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 piece list. The KCPA Costumes Rental Director must be notified immediately of any missing items. **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 \$5.00 per costume will be charged for unused returned costumes.**
- 4) For each show, a costume rental agreement will be issued between the renter and KCPA. The final invoice will be issued upon return of all rented costumes.
- 5) **Costumes will be dry cleaned by KCPA after costumes are returned. Dry cleaning costs will be added to the final invoice.** It is understood that these costumes are rented as is. Any alterations done by the renter must be approved by the KCPA Costume Rentals Director. 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 unless approved by the KCPA Costume Rentals Director.
- 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 KCPA Costume Rentals Director.
- 7) **Costumes will be returned via UPS, FedEx, or in person and will be insured for noted value.**
- 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."
- 9) The below signed agrees to all of the above conditions of this rental agreement.

Customer Signature _____

KCPA Costume Rentals Director: Richard GreggPerson placing order: **SAMPLE PERSON**Person taking order: **SAMPLE PERSON****Phone: SAMPLE
Office Phone: SAMPLE
Cell Phone: SAMPLE****Date of order: 9/3/24****Date shipped/picked up: 1/1/00****IF THERE ARE ANY PROBLEMS OR QUESTIONS, PLEASE CONTACT THE KCPA COSTUME RENTALS DIRECTOR.**