



Emporia State University Communication & Theatre Department Costume Rental

1200 Commercial Box 4033
Emporia, KS 66801
620-341-5256 (Theatre Office)
620-341-5489 (Costume Shop 1-5 M-F)
Fax: 620-341-6031

Rental Manager/ Costume Shop Manager

Email _____

Other contact info _____

Costume Rental Agreement

1. The Emporia State University Theatre (ESU) agrees to rent costumes listed on the attached Rental Schedule(s) to _____ for their production of _____.
2. ESU reserves the right to impose a refundable damage deposit* of \$ _____. This deposit is required at the time the costumes are rented/removed from ESU. The renter will be notified within two weeks of the rental return of any charges, or damages to be deducted from the deposit. Any deductions made are done so at the discretion of ESU.
3. The rental fee of \$ _____ covers the period from _____ to _____. The return date should be **no later than two weeks** from the closing date of the production, unless prior arrangements have been made with ESU.
4. The Renter will be charged an additional 15% of the total rental fee for any late returns. Each additional week that the costumes are not returned will be charged an additional 15%.
5. Upon receipt, The Renter must check in all items to insure the accuracy of the Rental Schedule. ESU must be notified immediately of any missing items.
6. A restocking fee of \$.50 per costume item will be charged for unused garments.
7. Costumes will be cleaned by ESU. The amount of the Dry Cleaning/ Laundering will be added to your rental bill. The renter will be charged the current market rate as determined by the Dry Cleaning Company.
8. A bill will be sent to your organization within two weeks of the return date, containing the rental fee, the cleaning costs, plus applicable restocking fees. Payment is due within 30 days of date on the invoice. Amounts outstanding of more than 90 days are subject to a service charge of 10% per month.
9. The renter will provide program acknowledgement for the costume rental services: **“ This production is costumed in part, with the assistance of Emporia State University Theatre.”** Please enclose a copy of your program when returning your rental.

10. It is understood that the costumes are rented AS IS. Any alterations done by the renter must be approved by ESU. Altered garments MUST BE RESTORED to their original condition prior to being returned. Dyeing, cutting, distressing, etc. CANNOT be done to any ESU Garments. Any trim removed MUST BE RESTORED to its original condition prior to being returned.

11. No Knee Slides, toe touches (splits in mid-air), should be performed in ESU Costumes.

12. Costumes should be worn for up to 3 dress rehearsals & the performances only.

13. Costumes will not be sent home with a student/actor. Costumes must remain on the premises of the Renter or Organization. All costumes will be kept in a dry, safe, and secure location at all times.

14. ESU and/or its employees are not responsible for accidents or injuries or any claims resulting from accidents or injuries caused directly or indirectly by the use of our rental items.

15. The renter will insure the items when shipping the returned items. The insurance value will be the replacement value of those costumes being shipped.

16. The renter pays all shipping costs.

*This deposit will be cashed only in the case of theft or damages made to the costumes listed on the attached Rental Schedule(s). The deposit amount is the estimated cost to purchase, or reproduce the costumes listed on the Rental Schedule(s). If any of the following conditions occur, the deposit will be used to cover the cost of replacing/repairing the costume. The balance and an itemized listing of the charges to the Renter will be returned to that organization.

- A costume(s) on the Rental Schedule is not returned.
- A costume(s) on the Rental Schedule is damaged (torn, dyed, excessive makeup stains, other stains, irreversible alterations)
- A costume(s) on the Rental Schedule is not returned in the condition in which they were sent out.
- A costume(s) on the Rental Schedule is damaged due to improper cleaning process will be charged additional fees.

I agree to all of the above conditions of this rental agreement.

Signature _____

Date _____ Title _____

Renting Organization _____

Billing Address _____

Billing Phone Number _____

Payment information: Charge Check Cash Other (circle one)