

RENTAL REQUEST PACKET

Thank you for your interest in Costume Rentals, a division of the Guthrie Theater.

In order to process your request, please complete and submit the following forms. We will confirm receipt of your materials and give you a preliminary response within two business days. Depending upon the size and complexity of your request and the volume of orders we are processing, it may be one to two weeks before we can provide an inventory of what we have available.

- RENTAL INFORMATION FORM:** Tell us about yourself or your organization so we can determine the appropriate rental rate. Nonprofits, schools and theaters receive a discounted base rate. Once we have this form on file, you don't need to submit it for future rentals unless there are updates.
- PROJECT RENTAL AGREEMENT:** Tell us what the project is, who is working on it and when you need your costumes. Please give specific dates. Do not write ASAP, which means different things to different people.
- SHIPPING AGREEMENT:** Provide your shipping information and preferences. You can choose to provide a shipper account number or add the shipping charges to your invoice.
- MEASUREMENTS AND COSTUME REQUEST FORM:** Tell us what you are looking for specifically, including all sizes. If you ask for a suit, we will not include a shirt and tie unless requested. You may use the provided form or your own form. We encourage you to submit sketches and additional research materials, which will help us select the best costumes for your production.
- FEES AND POLICIES:** Read the fine print about rental timeframes, approval, dry cleaning, alterations and more.

When forms are complete, please submit to Costume Rentals via:

- **EMAIL:** costumes@guthrietheater.org
- **SECURE UPLOAD LINK:** <https://gcloud.guthrietheater.org/s/NHY5d4F2osYNaDA>

We look forward to working with you and making your production a success!



RENTAL INFORMATION FORM

New clients/organizations must complete this form. Once on file, you don't need to complete this form for future rentals unless there are updates.

RENTAL CLIENT/ORGANIZATION NAME _____

PRIMARY CONTACT _____ TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL _____

BILLING INFORMATION (accounts payable, treasurer, etc.)
Invoices will be emailed unless you request a hard copy.

SEND INVOICE TO: [] Primary contact [] Accounting [] Both [] Send a hard copy by mail

ACCOUNTING CONTACT _____

BILLING ADDRESS (if different from above) _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

Credit card information will need to be supplied with each order on a new Project Rental Agreement.

FORM OF PAYMENT: [] PO # _____ [] Check [] Credit card

CLIENT TYPE (check all that apply)

[] Registered nonprofit entity Tax-exempt number _____

Please send a copy of your tax exemption certificate. We must have this on file or we have to charge tax.

[] Private individual (select type below) [] Corporate or other business entity (select type below)

- Theater, Opera, Dance, Film/TV, Photo, Post-secondary/graduate, Secondary, Middle, Primary, Church, Special event, Wedding, Prom, Halloween, Other (please explain)

I DISCOVERED COSTUME RENTALS THROUGH:

[] Web search [] Word of mouth [] Theater program [] Phone book [] Previous rental [] Other



PROJECT RENTAL AGREEMENT

RENTAL CLIENT/ORGANIZATION _____

PROJECT CONTACT _____ TITLE _____

PHONE _____ EMAIL _____

PROJECT NAME _____ ERA _____

COSTUMES NEEDED BY _____ (ASAP is not a date) FIRST DRESS REHEARSAL _____

OPENING _____ CLOSING _____ COSTUME RETURN DATE _____

DRY CLEANING WILL BE DONE BY: Costume Rentals (charges will be added to your bill) Your organization

FORM OF PAYMENT: PO # _____ Cash or check Credit card (complete information below)

SECURITY DEPOSIT: Certificate of insurance Cash or check Credit card (complete information below)

TERMS AND CONDITIONS FOR RENTAL

- Merchandise is not for sale. It is for rental purposes only.
• Renter assumes all responsibility for loss and/or damage of all items entered under this rental order by reasons of fire, flood, theft or damage from any cause whatsoever.
• Renter agrees to return costumes in good condition and dry cleaned unless renter has elected Costume Rentals to supply dry cleaning as outlined in the fees and policies.
• Items must not be altered, dyed, painted or changed in any way.
• Additional rental charges will apply when items are not returned by the scheduled return date.
• When shipping is required, renter agrees to pay all shipping charges.
• This agreement is not subject to cancellation or change without written consent from the Costume Rentals manager.
• Renter agrees to indemnify, defend and hold harmless Costume Rentals (Guthrie Theater Foundation/Children's Theatre Company), their boards of directors and employees from any and all claims of action, costs and expenses (including reasonable attorney fees and other costs in investigating and defending the same), which arise from or relate to any alleged copyright infringement, bodily injury or property damage caused by the use of rented costume items.
• The signor, as renter, or authorized agent for renter, agrees that renter assumes full financial responsibility for all costumes rented from Costume Rentals.

I have read the terms and conditions as well as the fees and policies carefully. I fully understand and agree to the above regulations.

SIGNOR _____ DATE _____

AUTHORIZED AGENT _____

Credit card information will be secured separately from your order and destroyed at the completion of the rental.

CLIENT/PROJECT _____ VISA/MASTERCARD AMEX DISCOVER

CARD # _____ EXP DATE _____ BILLING ADDRESS _____ ZIP _____

PLEASE CHOOSE ONE: Payment only Security deposit only Payment and security deposit



SHIPPING AGREEMENT

SHIPPING ADDRESS:

NAME/ORGANIZATION _____

ATTN _____ TITLE _____

STREET ADDRESS _____

BUILDING NAME _____ SUITE/ROOM # _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

SHIPPING ADDRESS IS: Commercial Residential

SHIPPING SPEED/PAYMENT OPTIONS:

Add shipping charges to my final invoice Bill shipping account provided below

UPS Acct # _____
(select shipping speed below)

- Ground
- 3 Day Select
- 2nd Day Air
- 2nd Day Air AM (10:30)
- Next Day Air Saver (EOD)
- Next Day Air Afternoon
- Next Day Air AM (10:00)

FedEx Acct # _____
(select shipping speed below)

- Ground
- Express Saver
- 2nd Day Air
- 2nd Day Air AM (10:30)
- Standard Overnight (EOD)
- Priority Overnight AM (10:00)
- First Overnight AM (8:30)

I agree, as representative for the name/organization named in this agreement, to pay all shipping costs incurred in the rental of costumes from Costume Rentals. I understand the various shipping options and that my request for using a specific shipper implies my willingness to pay all freight charges incurred. As per the Terms and Conditions for Rental, renter assumes all financial responsibility for loss and/or damages whatsoever and may elect shipping insurance at their discretion. All returns must be shipped to the Costume Rentals address below. Any returns not shipped to this address will be charged a \$50 service fee.

SIGNATURE _____ DATE _____



FEES AND POLICIES

Nonprofits, schools and theaters receive a discounted base rate.

LENGTH OF RENTAL: The base rate for production rentals accommodates up to four weeks, assuming one week for fittings, one week for dress rehearsal and two weeks for performances. The rental period begins the date costumes leave Costume Rentals and ends the date costumes are returned (or the shipping date for long-distance rentals). Additional time (including late returns) is charged on a weekly basis:

- Weeks 5–8: 20% of total rental fee per week
- Weeks 9–12: 15% of total rental fee per week
- More than 12 weeks: Rental fee will be determined on a case-by-case basis

APPROVAL: You may check out costumes on approval to consider options for style, fit, color, etc. The first two weeks of your rental or when your show opens (whichever comes first) are considered an approval period. After you examine the costumes, any items shipped back by your approval date will incur a \$2 per-piece restocking fee but no rental fee. Items kept beyond the approval date will be charged the rental fee, plus any additional weeks, using the fee schedule above. Late approval returns made after your approval date but prior to your closing date are subject to a higher restocking fee (20% of the rental fee).

DRY CLEANING: Costume Rentals can add professional dry cleaning to your rental fees. If you prefer to use your own dry cleaner, indicate that at the time of rental and we will allow one additional week for cleaning at no charge. Please include a copy of the receipt with your return and ensure the dry cleaner does not permanently add their own barcodes. If you do not specify at the time of rental, cleaning charges will be added to your invoice at the rate of \$15 per costume for up to five costumes or 25% of the rental fee for six or more costumes. Specialty costumes may require an additional fee.

ALTERATIONS: No permanent alterations are allowed. Temporary alterations must be approved by Costume Rentals. You will be charged the replacement value of any item with permanent or unapproved alterations. If alterations are approved, they must be restored prior to return. You will be charged \$40 per hour to restore items to their original form. If major repairs are necessary, please contact Costume Rentals before your opening to discuss the possibility of a repair credit.

LABELS/BARCODES: All costumes must be returned with the original barcode and Guthrie Theater Foundation/Children's Theatre Company labels intact. There is a \$25 per-piece charge for missing barcodes. If you apply your own labels, they must be removed before costumes are returned. There is a removal fee of \$2 per label. The paper tags on the outside of each garment may be removed and do not need to be returned.

PULLING/SHIPPING: There is a \$2 per-piece charge for costumes to be pulled from stock. Designers may schedule an appointment to browse the collection and make their own selections. Shipping charges are \$2.50 per box plus the carrier fee (varies by carrier and delivery speed). You may provide us with a shipping account number or add the shipping charges to your invoice.

DIGITAL PHOTOS: Your inventory will include any photos we have on file. We will take up to three new photos at no cost. There is a \$2 fee per additional photo.

STYLING SERVICE: If you would like costume styling expertise, contact us to discuss options and fees.

SECURITY DEPOSIT: All rentals require a security deposit. We accept cash, check or credit card from individuals and proof of insurance from organizations.

RESERVES/HOLDS: Your order will be pulled one to three weeks prior to the rental date. You will receive a full inventory, and costumes will be held for five business days while you make your selections. Costumes will then be returned to stock. If you wish to guarantee costume availability more than three weeks in advance, you may request an early pull. Costumes may be held up to four additional weeks prior to your shipping date for 10% of the rental fee per week.