

Emerald City Theatrical Costumes Rental Information

TERMS AND CONDITIONS FOR RENTAL

~ This 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. In the event of loss and or damage the renter agrees to pay *Emerald City Theatrical Costumes* such amounts.

~ Renter agrees to not alter any of *Emerald City Theatrical Costume's* designs in any way. Costumes may be altered only on a fit basis. Additional trims, reconstruction, and additions are strictly prohibited to maintain the designer's original works.

~ The rental period is for 3 weeks, please contact us if your show runs for longer than the standard 1 week performances. We operate solely on a small staff, in order to accommodate every customer we can only provide finished costumes one week prior to your first dress rehearsal on any given rental package. Any special requests for an early delivery must be agreed upon mutually and will be subject to additional fees.

~ Renter agrees to return costumes in good condition, Items will **not** be altered, dyed, painted, or changed in any way. To do so will result in charges equal to the full replacement cost of the item(s). Alterations can only be made only with hand/machine stitches. The use of safety pins and tape of any kind is strictly prohibited.

~ If costumes are not returned in the proper condition (how they were received) or any changes of design are made without knowledge, a bill of \$150.00 or more will be sent to cover costs of restocking and repairs.

~ All rental fees **must** be paid no later than **7 business days** after receiving your first invoice or your rental package may fail to be secured. Final rental balances must be paid in full no later than **7 - 14 business days** after return of costumes. Failure to do so will result in a \$35.00 per business day fee.

~ All companies using services by *Emerald City Theatrical Costumes*, may be asked to present a copy of any obtained production rights. (Any show cancellations or licensing terminations on the production company's behalf will result in a \$300.00 contract breach fee.)

~ *Emerald City Theatrical Costumes* requires full credit for its services in any acknowledgements pertaining to the production. Ex, "Costumes provided by *Emerald City Theatrical Costumes*", "Costumes designed by *Emerald City Theatrical Costumes*" or the

selected designers working on your rental package may be credited. Feel free to contact us for our Program Ad Package.

~ In Particular circumstances where it is required for an *Emerald City Theatrical Costumes* staff member to be present on site, a service charge per week/weekend of performances will be attached or previously included in the final balance for labor and travel expenses.

~ There will be additional fees for any last minute adjustments to cast members joining production after measurements are submitted. ~ *Emerald City Theatrical Costumes* reserves the right to terminate contract and retrieve costumes at any given point within a 4 week advisory prior to production opening. ECT does not operate on personal conflict. Any termination will be based solely on a breach of contractual clauses.

CLEANING AND PROPER CARE

~ The customers are responsible for making sure all costumes are cleaned (washed or dry cleaned) before returning them to us. Each inventory provides a key as to how pieces should be laundered. If you have any questions, please don't hesitate to ask.

~ Please do not allow the actors to eat, drink (anything but water), or smoke in ECT costumes. Any food or drink stain on the costume or evidence of smoking in the costume will be considered permanent damage.

~ The costumes are to be used in a reasonable and customary manner. Please store and hang costumes properly using the appropriate hanger.

~ Knee slides are strictly prohibited when using ECT costumes as they cause permanent damage to the garment.

~ Please use dress shields where applicable (i.e. under ladies' dresses, men's jackets). Undershirts, tights, and other undergarments need to be worn to protect the costumes.

~ ECT prefers that performers use deodorant, rather than antiperspirant. (Antiperspirant contains aluminum chloride which stains and eats away at the fabrics of the costumes.) Any corrosion will be determined permanent damage and the customer will be charged for full replacement value of the costume.

~ Please do not allow the use of perfumes, body sprays, colognes, fragrant detergents, or fragrance sprays (like Febreze, etc.) on the costumes. Use of such items will result in damage fees.

COVID 19 CANCELLATIONS

Any canceled rental packages can be returned however, any outstanding deposits or “percentage of rental fees” are still due and non refundable as labor and production costs were involved in prepping and pulling rental packages.

Any postponed rental packages can be kept in possession of the client upon arrangement with ETC along with provided documentation of your new performance dates. ECT will secure your rental along with your rental deposit for these new dates.

All rental clients who have a show cancellation also have the option of an outstanding “rental credit” option with ECT in exchange for the non refundable cancellation. This credit will be the full Rental value of the canceled rental package fee, and does not expire.

PICK UP AND DROP OFF / OUT OF STATE SHIPPING

~ ECT will only be offering drop off and pick up costumes under certain conditions and under fees. The renter agrees to pick up and return their rental package at our *Lincoln Rhode Island* location.

~ *Emerald City Theatrical Costumes* ships rental packages within the United States.

~ **Shipping from** our Lincoln Rhode Island location to the rental client is paid for by ECT. The shipping total and proof of shipping rate is added to your final invoice and it can vary tremendously. An average show will cost \$700 - \$3,000 to ship one way within the continental United States via UPS 5 to 7 day delivery and dependent on quantity and weight of the Rental Package.

~ **Shipping return** is the responsibility of the Renter.

~ We begin prepping the rental once we receive the rental deposit payment. ECT will then ship 18-25 Business days after receiving payment. Please plan your booking accordingly to allow time for shipping delays.

I have read these terms and conditions as well as the Fees & Policies explanation sheet carefully. I fully understand and agree to the above regulations and policies.

Signature _____ Date _____

