

The Costume Shoppe  
*Creatively serving the Wright County area in Downtown Maple Lake for over 20 years!*  
P.O. Box 700, 116 Division St W., Maple Lake, MN 55358  
320-963-6277 [fun@thecostumeshoppe.us](mailto:fun@thecostumeshoppe.us)  
**2023-2024**

## THE COSTUME SHOPPE RENTAL AGREEMENT

School/Theater \_\_\_\_\_  
Production Title \_\_\_\_\_  
Director \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Costumer \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Billing address \_\_\_\_\_  
Director Look See visit date \_\_\_\_\_ Initial and date \_\_\_\_\_  
Date you will send measurements \_\_\_\_\_  
Cast Try on date and time \_\_\_\_\_ Initial and date \_\_\_\_\_  
Pick up Date and time \_\_\_\_\_ Return Date and time \_\_\_\_\_

- Cancellation of appointments must be made by phone and not email.
- All Costumes that leave the shop are rentals, and will be billed accordingly. All invoices are due within 15 days of submission.
- A second billing for damage, excessive stains, make-up or smells will occur if necessary after costumes returned.
- ALL Alterations are prohibited unless agreed to in advance. Fines will occur if costumes are altered without permission.
- Costumes and wigs must be returned on our hangers/ wig boxes, cloth garment bags etc. or fines will occur accordingly.
- We will make adequate substitutions if your items are no longer available.
- 15% late fee of total rental will be charged daily on any unreturned costumes.
- Shows that are extended or delayed for any reason will be charged 15% per week.
- No refunds on costumes not used that leave the shop.
- **Remind your actors to wear proper deodorant. Costumes that smell will be charged a 20.00 cleaning fee.**

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

### **Pricing for productions is as follows...**

- These prices apply when The Costume Shoppe supplies 90% of the costumes for your production.
- 39.00 per student, 2 costumes including basic hats. (This does not include specialty costumes IE Cinderella transformation dresses. Extra charges may apply. ) Wigs are not included.
- Extra costumes when a student gets more than 2 will be charged 19.00 per costume.
- Extra charges for shoes. Shoes are not available for musicals as our stock is not made for that kind of wear and tear. We recommend dance shoes.
- Pick up of costumes will be the Friday before tech week.
- Return of costumes is the following Monday or Tues of your performance. Unless other arrangements are made.
- Damages will be charged for the following: excessive body odor, make-up stains, rips, tears and abuse, undone wigs, missing hangars.
- Missing items-we understand that items go missing, you have a week to locate the item and arrange for its return before late fees or replacement charges begin.

### **Selective Rentals-because sometimes you only need a few items.**

- Costume rentals will be reflective of our standard rental prices.
- Average costume rentals are 35.00-45.00. Wigs 12.00-15.00
- Pick up of costumes will be the Friday before tech week.
- Return of costumes is the following Monday or Tues of your performance. This is an average of 2.5 weeks unless other arrangements are made.
- An additional week will be charged 50% of initial rental.

### **Props**

- We have a basement full of unusual items. Just ask!

### **ONE ACT Play rentals**

- 39. 00 Per student, two costume including hats . (Specialty costumes not included. Extra charges may apply) Wigs are extra.
- Rental time will include public performance and first round of competition. Additional 50% of initial rental fee for first extension of your rental period.

### **Payment**

- All accounts are 15 Net upon pick-up. Please provide proper payment information so we can assure prompt payment.