



1020-1030 BARRETT STREET  
SCHENECTADY, NY 12305

PHONE: 518-374-7442  
FAX: 518-374-0087  
www.TheCostumer.com

## RENTAL CONTRACT AGREEMENT

*Please read rental agreement carefully and **initial each section**. Fill in all information, sign agreement (Lessee) and return via mail or fax with your circled plot and completed measurement chart. Pencil and red ink do not fax clearly. Highlighters fax as black outs.*

**SHIP TO:**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ Cell \_\_\_\_\_

"Ship To" address is  Residential\*  Business  School  
 \*Shipping times for residential addresses are not guaranteed by UPS

**BILL TO:**

Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ Cell \_\_\_\_\_

Name of Production: \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_  
 Hard copy of purchase order must be faxed to The Costumer at 518-374-0087 prior to your order being shipped.  
 Dress Rehearsal Date: \_\_\_\_\_  
 Performance Dates: \_\_\_\_\_  
 Return Shipping Date: \_\_\_\_\_  
 Lessee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Lessor: \_\_\_\_\_ Date: \_\_\_\_\_  
 (The Costumer)

***This contract, when signed by you (The Lessee), shall constitute agreement to all the listed terms for costume rental from The Costumer, Inc.***

For Office Use Only		Number of costumes _____	
Order Received	Ship/Pickup Date	Return By	Overtime Charges Begin
____/____/____	____/____/____	____/____/____	____/____/____

**INITIAL HERE:**

- \_\_\_\_\_ 1. Prices are quoted per week, unless otherwise stated. For longer periods, special arrangements must be made. The Costumer will try to ship your order to arrive on Friday, the week prior to your opening date, providing your order is received early enough.
- \_\_\_\_\_ 2. Costumes are to be returned or shipped to us on the first business day after your last performance. Overtime fees of 10% of the total bill, per day will be charged for costumes shipped (or returned in person) after the agreed upon return date.
- \_\_\_\_\_ 3. Reasonable wear to costumes is to be expected. DAMAGE is considered to have occurred by: tearing, burning, cutting, excessive make-up, removal of buttons, medallions, badges or other kinds of trim. Knee slides are not to be performed while in costume. We suggest you purchase other trousers to be worn for knee slides. Articles which are lost or damaged by negligence while in your possession or by improper packing for return shipment will be charged for at replacement cost/rate. For example: \$250-\$500 for a man's suit.
- \_\_\_\_\_ 4. The complete rental fee will be charged for all articles ordered and not used UNLESS they are shipped back to The Costumer, Inc. BEFORE the date of use. Returned costumes will be credited 50% of the first week's rental charge. Costumes prepared by us and cancelled or changed at your request prior to your ship date are subject to a charge of \$20 per costume.
- \_\_\_\_\_ 5. Hats, crowns or any other costume articles shipped in a separate box or packing MUST be returned in the same manner.

**INITIAL HERE:**

- \_\_\_\_\_ 6. Customer (you) will pay shipping both ways.
- \_\_\_\_\_ 7. There may be an additional fee for nonstandard sizes (those difficult to fit). Any chest, bust or waist measurement or coat size 45 inches or more will incur a \$10 surcharge per costume if available.
- \_\_\_\_\_ 8. Completion and acceptance of all orders is subject to unavoidable contingencies, such as fire, ruining of the costumes by previous users, and conditions beyond the control of The Costumer, Inc.
- \_\_\_\_\_ 9. For established credit accounts, terms are payment in full on the first business day following your last performance. A late payment service charge of 1.5% per month will be assessed on all past due accounts. Any invoice not paid within 45 days of the invoice date will lose any and all discounts. Any invoices not paid within 60 days of the invoice date will be turned over to our collection agency.
- \_\_\_\_\_ 10. An additional charge of 5% of the total rental bill will be levied if costumes are not returned on hangers and re-tagged with the I.D. tag that it is sent out with.
- \_\_\_\_\_ 11. A 15% rush fee will be added to any order received at The Costumer less than 1 week before shipping date of your order.
- \_\_\_\_\_ 12. Your order must be received at The Costumer 4 weeks prior to your first performance in order to take advantage of our generous discount program (between 5% and 15% depending on the size of your order).