



TERMS AND CONDITIONS FOR COSTUME RENTAL

- All rental visits require an appointment. To schedule such an appointment, please submit a Rental Request Form.
- This merchandise is not for sale. It is for rental purposes only.
- All rentals must be approved by the Costume Shop Manager. The Costume Shop Manager may deny rental of a particular item should that item be needed for use in an upcoming First Stage show or already be out on rental.
- Costumes are rented on a per week basis. For any rental period less than a week, the Renter will be charged a one-time fee as determined by the Costume Shop Manager.
- **PULLING FEE:** Rentals pulled by First Stage staff will incur a pulling fee of \$15. This fee will be waived if costumes are pulled by a representative of the organization.
- 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 First Stage such amounts as the Costume Shop Manager may determine for repairs/replacements of any of these items (said amount not to exceed the value of the articles as itemized and valued).
- Renter agrees to return costumes in good condition, dry-cleaned and hung properly on hangers. The proper laundering of an item will be decided when agreement is signed. When item(s) are returned soiled, the Renter will be charged for all dry cleaning and handling costs. All shipped rentals will be cleanly folded, without hangers, and sent in plastic-lined boxes or containers to avoid potential weather damage.
- Smoking/Eating/Drinking is not allowed in our costumes, without the use of a cover up. Any resulting damage, including offensive smells, stains, or burns will result in an added fee paid by the renter.
- **ALTERATIONS:** Items will not be altered, dyed, painted, or changed in any permanent way. To do so will result in charges equal to the full replacement cost of the item(s). Alterations can only be made with written permission from the Costume Shop Manager. No permanent alterations are allowed. Costumes must be returned in original size and condition. No permanent labels may be sewn into our costumes. **All approved alterations must be removed as well as any tags other than the original First Stage Children's Theater or First Stage Milwaukee tags.**
- When shipping is required renter agrees to pay all shipping charges. Return shipments will be charged a \$50 service fee if not shipped to the address provided. Trackable shipping methods are strongly recommended.
- This agreement is not subject to cancellation or change without the written consent of the Costume Shop Manager. Orders pulled and then cancelled are subject to additional charges.
- The Renter, or authorized agent for Renter, agrees that Renter assumes full financial responsibility for all costumes rented from First Stage. **Payment for rental is due within one month after invoice is received.**

- **APPROVAL:** There is no fee for items loaned on approval. Rental charges will accrue from the first preview through closing. Any costumes not used **MUST** be returned prior to opening. Any unused items returned after the opening date will be charged the full rental price.
- **LATE FEE:** All costumes returned past the due date, two weeks after closing (allowing for dry cleaning and shipping), are subject to late fees and/or additional rental cost.
- Program credit should be given as follows, "This production costumed with assistance from First Stage."

Any questions or concerns regarding the terms of this agreement can be directed to rentals@firststage.org.

I fully understand and agree to the above regulations.

Signature _____

Date _____ Agent for _____