



COSTUME RENTAL CONTRACT

www.akrondesign.com

Akron Design & Costume Co.
3425 Manchester Rd.
Akron, OH 44319
PH: 330.644.0425
FX: 330.644.7425

Estimated Subtotal of Rentals \$ _____
Estimate of Shipping \$ _____
Estimate of Grand TOTAL \$ _____
Down Payment (at least 25%) \$ _____

Billing Address:

School/Theatre: _____
Attn: _____
Street/P.O. Box: _____
City, State, Zip _____

Down Payment: 25% of estimated total, paid by check or credit card. We can provide a performa invoice. Estimated Totals are subject to change depending on rental time, returns, expedited shipping, special orders, damages, etc.

INSURANCE INFORMATION (to cover loss of costumes due to fire or disaster):

Insurance Carrier _____ Policy No. _____ Agent Name _____ Phone No. _____

SELECT PAYMENT METHOD(S):

() Credit Card _____ Exp __ / __ CVV _____

() Check(s) - Amount \$ _____ Check # _____ Date __ / __ / __ | Amount \$ _____ Check # _____ Date __ / __ / __

() ***Purchase Order No.: _____ ATTACH COPY OF P.O.

*** In order to use a P.O. a 25% Minimum Down Payment must be made via Credit Card or Check. The P.O. for the balance must be received before costumes are shipped. **TERMS:** With Purchase Order, Due upon Receipt, 1.5% past 30 days (18% Per Annum)

SHIP or PICK-UP (check one below)

- () Ship costumes via UPS, USPS, or FedEx
- () I will pick-up the costumes in person. (pick-up date __ - __ - __)
- () Ship UPS or FedEx with Account # _____

Shipping Address:

School/Theatre: _____
Attn: _____
Street/P.O. Box: _____
City, State, Zip _____

RETURNING THE COSTUMES (check one below):

- () We will provide Return Shipping Labels with the boxes and I will deliver to UPS / FedEx location.
- () I will return the Costumes in Person (return date __ - __ - __)

We/I have read the terms and conditions of the Rental Contract. We/I are hereby under a costume rental contract and are liable for all costumes rented from Akron Design & Costume Co.

Today's Date: _____

Director/Costume Coordinator: _____

Signature _____

Principal/President/Treasurer: _____

Signature _____

Tax Exempt No.: _____

Measurements will affect the price of our costumes. XXS or XXL will be charged additional. To receive best pricing, measurements should be received 6 weeks prior to ship date. Changes & add-ons may be considered a rush and incur additional charges. These updated prices will replace the pricing from the costume plots.

Proper measurements will be provided in a timely fashion. Customer will be charged if customer measures incorrectly.

Please contact us if you have any questions regarding this contract before signing.



COSTUME RENTAL CONTRACT

www.akrondesign.com Terms & Conditions

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School/Organization _____

Play/Musical/Event _____

Dates of Show Run _____

Date Costumes Needed by _____

Date Costumes Will Be Shipped/Returned _____

Contact Info:

Contact Name: _____

Phone: _____

Mobile: _____

Fax: _____

Email: _____

THIS CONTRACT MUST BE RETURNED TO AKRON DESIGN BEFORE ORDERS WILL BE RELEASED.

1. RENTALS

Costumes rented to Educational Institutions only may be reserved via PURCHASE ORDER or letter of authorization from Principal, Treasurer, etc. We must have a copy of actual purchase order and correct billing address. For all other rentals, 1/3 down & dated series of checks for balance of the rentals plus security deposit is required. All checks with be deposited by the end of the performance or event. **Costumes ordered but not used: There will be a \$10 per costume restocking charge for ALL costumes NOT USED but returned before opening night. Full charges are made for all costumes NOT returned before opening night to Akron Design.**

2. RUSH ORDERS

We highly recommend sending in all your paperwork with a **six-week pull/build time** allotment before the necessary ship date or pickup date. Otherwise, there is a *rush fee of \$250.00* if paperwork is not submitted with a six-week allotment.

3. PICK UP OR ARRIVAL

Costumes will be available for pick-up or will arrive the Monday Before or 3 days prior to Opening Performances. Pre-arrangements for costumes to arrive earlier may be made at an additional charge.

4. SHIPPING OR DELIVERY

Shipping and Delivery will be determined by the options selected on the rental contract. It is the customers responsibility to ensure that the costumes will be picked-up and returned on agreed dates. Shipping terms must be specified on rental contract. The customer is responsible for all shipping and handling charges.

5. RETURNS

Costumes should be returned the same way they were received: **on hangers and with the proper identification tags and NOT SMASHED IN THE BOXES. If Akron Design has to hunt for pieces of returned costumes throughout all the boxes additional charges will apply. Costumes not returned properly will be charged 10% of rental price.** Costumes should be packed /shipped and/or returned within 48 hours of the customer's last performance.

6. PROGRAM CREDIT

When Akron Design supplies costumes for the entire production or those for leading roles, credit would be appreciated - "www.akrondesign.com of Akron, OH" Please send a copy of the program with credit for a Ben Nye Makeup Coupon Code.

7. MEASUREMENTS

Please measure accurately. Please follow measurement forms. We go by the exact sizes you order. Customer will be charged for any costumes sent that **the CUSTOMER** measured incorrectly. There will be additional charges for sizes XXL and larger.

8. DAMAGES, ADDED ALTERATIONS, LOSSES

A breakdown of costumes supplied by Akron Design & Costume Co will be furnished to the Director or Department Head as the case may be. DAMAGE and LOSS: Damages such as but not limited to cigarette burns, stage grease, blood, excessive rips and tears AND EXCESSIVE MAKE-UP, that render the costume unusable for future use WILL BE CHARGED to the School or Organization, and proper replacement value will be made. PLEASE Powder all make-up before wearing costumes. **Excessive make-up will be charged extra for cleaning. MASKING TAPE may be used on collars and necklines to prevent make-up stains. Any damages to the costume due to Choregraphy or movement, such as knee burns, tears, or holes will result in full purchase of the costume: i.e. knee burns to pants of a suit, requires purchase of entire suit.** Alterations and fixes on costumes are to be made by HAND- STITCH or someone capable of machine stitching, and use safety pins as a last resort. By no means is the garment to be cut. Please ask for proper approval before altering.

9. CANCELATIONS

In the event of a cancelation, the customer agrees to forfeit the deposit (at least 25% of the total rental. If a show is canceled four business days or less from the necessary ship date, then the customer will be charged the entire rental for one week.

We/ I have read the terms and conditions of the Rental Contract. We/I are herby under a costume rental contract and are liable for all costumes rented from Akron Design & Costume Co.

Director/Costume Coordinator: _____ Date _____

Signature X _____

