



## Costume Rental Policies

**Regular Stock:** Costumes are not available online but by visitation only. The price is by “Look.” Three (3) items constitute one (1) Look. Costume rental is \$10 per look per week. Prices are subject to change at the Rental Manager’s discretion and based on the complexity of the costume.

**Costume Rental Agreement:** This letter will constitute an agreement between Market House Theatre and (The Company), as listed above, to rent costumes for the production mentioned earlier. MHT merchandise is not for sale. It is for rental purposes only. Our minimum rental period is one week.

**Rental Appointments:** Please contact us at least 24 hours before when you would like to schedule your visit. We work with one person who acts as an agent for The Company. The selection of all costumes from MHT shall be made by The Company’s agent under the supervision of MHT’s staff and subject to MHT’s approval. We do not make appointments with individuals.

**Billing:** The Company shall pay MHT within seven (7) business days of receiving an invoice for late returns, dry cleaning, shipping charges, and any damage to the costumes. In the case of late payment of any invoice, the Company shall pay interest as charged by MHT.

**Penalties for Late Returns:** All costumes must be returned to MHT on or before the Return Date, ten (10) days after the final performance. If the rental period exceeds the agreed-upon time, a fee of 20% of the total rental amount will be added for each additional week

**Replacement Cost:** The renter will be charged for any damage to or loss of rentals based on the replacement value listed on the Costume Inventory Sheet. The rental Manager determines this value based on current replacement costs, not market value.

**Alterations:** The Company agrees to rent all items “as is.” Costumes must be returned in their original condition—no cutting, dying, painting, gluing, or distressing. Any added trims must be removed, and items must be restored to their original condition before return, or Damage charges will be incurred. You will be charged for changes/damages to garments as determined by the Rentals Manager. Damages will be determined within 14 days of receiving the rentals returned.

**Care of Garments:** The Company will exercise the highest degree of care for the safekeeping and preservation of the costumes rented from entrusted to it under this agreement. The Company agrees that all costumes not returned by the Memo Return date specified shall be professionally dry cleaned before being returned to MHT regardless of use. A copy of all dry-cleaning receipts must be included with the return of each rental.

**Pick-up, Return and Shipping of Costumes:** The Company is solely responsible for picking up and returning all items to and from MHT and for all related expenses. All costumes are due back at MHT on the return date, ten (10) days after the final performance date. If items are returned in person, an appointment must be made 24 hours prior. If items are shipped back, they shall be shipped prepaid and insured for the dollar value indicated on the Costume Rental Contract. Include a copy of the Costume Inventory Sheet in each box and highlight the costumes packed in that box. Upon receipt of a shipment, The Company should unpack and inventory all items. Inform MHT immediately of any shipping damage. Any damage not reported to MHT is presumed to be the responsibility of the Company. Damage in transit will be the responsibility of The Company.

**Non-liability of MHT:** MHT is not responsible or liable to The Company or its employees, independent contractors, and agents for personal injury or death to any person or property damage arising out of or in connection with said items owned or leased by MHT. The Company agrees to use the costumes or other items specified on the Costume Inventory Sheet at the Company's own risk.

**Acknowledgement:** The Company will provide program acknowledgment for the rental services: "Costumes provided in part by Market House Theater."

**Deposits:** All rentals require a security deposit. The standard deposit is 20% of the total rental and is given upon initial pick-up. Deposits will be credited towards your final charges when the rental is complete (all items returned). Final payment is due upon return of the rental. **The return date** is calculated by your production closing date plus ten (10) calendar days. If you need more time, please inform us within 48 hours of your due date. Costumes are used and may have small imperfections that do not affect the performance's integrity.

Market House Theatre and its volunteers are not responsible for accidents or injuries resulting directly or indirectly from using the rented items.