



COSTUME RENTALS
255 Helman Street #4
Ashland, OR 97520
541-482-2111 X308
FAX 541-552-2723
costumerentals@osfashland.org
www.osfcostumerentals.org

COSTUME RENTAL AGREEMENT

1. NAME OF ORGANIZATION:
 - a. Street Address:
 - b. City:
 - c. State:
 - d. Zip:
 - e. Phone:
 - f. Type (TV/Film, Regional Theatre, Opera, Educational, Community Theatre):
2. NAME OF SHOW:
3. RUN DATES:
4. FIRST FITTING DATES/COSTUMES NEEDED BY (PLEASE DO NOT PUT ASAP):
5. BILLING INFORMATION
 - a. Contact name:
 - b. Contact phone:
 - c. Contact email address:
 - d. Billing address:
6. SHIPPING INFORMATION
 - a. Costume shop manager:
 - b. Contact phone:
 - c. Contact email address:
 - d. Shipping address, specify residence or business:
 - e. UPS or FedEx account number if available and indicate if Third Party or Receiver:
7. CREDIT CARD INFORMATION FOR SECURITY DEPOSIT (If educational group, we do accept either a credit card OR proof of insurance equal to replacement value of costumes.)
 - a. Name on card:
 - b. Card number:
 - c. Expiration date:
 - d. Can Credit card be used for payment of rental?

SIGNING BELOW INDICATES THAT YOU HAVE READ AND AGREE TO THE RENTAL POLICIES.

Name of Person filling out form: _____

Title/Position: _____

Phone: _____

Email: _____

Date: _____

PLEASE FILL OUT THE FORM COMPLETELY SINCE THIS WILL MAKE IT EASIER TO FILL YOUR REQUEST ON TIME. FAXED TO 541-552-2723. IF YOU HAVE QUESTIONS PLEASE CALL 541-482-2111 X308

OSF COSTUME RENTAL POLICIES

SECURITY DEPOSIT: Not-for-Profit and For-Profit companies need to provide a credit card for security prior to renting. For Educational institutions only, we accept either a Certificate of Insurance or credit card. Purchase Orders are not sufficient for security deposit.

PULLING FEE: If an individual cannot come and pull for the renting organization, we will do the work for them. A fee of \$25.00 per hour or 10% of the total rental or whichever is greater will be charged to the renter. The pulling fee includes e-mailing digital photos of the costume pieces.

21 DAY APPROVAL TIME: For not-for-profit organizations, costumes may be taken out on a trial basis with a 21-actual day turn around. The 21 day Approval time starts at the receipt of the costumes and ends 21 actual days later so costumes need to be shipped back by the 21th day. The restocking fee for items returned but not used within the 21 day timeframe will be 10% of the total rental for those items. If the garments are shipped back after the 21 day approval time, a weekly rental rate will be charged for those items until they arrive. This is indicated as a Late Fee on the invoice. If costumes are ordered within 21 days of opening, then the Approval Date will end on date of first dress. RENTAL PERIOD BEGINS THE DAY AFTER THE 21 APPROVAL PERIOD ENDS.

LATE FEE: An agreed upon return date, usually 10 days after closing of production or event, will be determined at the time of rental. For each portion of a week after that date a late fee equal to one week's rental will be charged. For weekly business rentals, a late fee equal to one rental will be charged after every three days late.

REPLACEMENT COST: Any damage to or loss of rentals will be charged to the renter based on the listed replacement value. This value is determined by the Rental Manager based on current replacement costs, not market value.

ALTERATIONS: Costumes must be returned in original condition. No cutting, dying, painting, gluing or distressing is allowed. Alterations are not allowed unless permission is granted by the Rental Manager and then must be restored before cleaning and shipping. If trims have been added or removed these must be restored to original condition or Damages charges will be incurred. Customer name tags must be removed before returning. The customer will be charged for changes made to the garments and charges will be determined by the Rental Manager.

BARCODES: OSF Costume Rentals uses a barcode system for tracking and inventory purposes. Do not remove or alter any barcodes. If the barcode is missing or altered, a \$5 per barcode charge will be assessed.

CLEANING CHARGES: All rentals must be returned DRY CLEANED. If they are not, a cleaning fee of \$10.00 or more per item will be charged. The charge is dependent on fabric type and complexity of costume.

LENGTH OF RENTAL:

Regional/LORT Theatres, Opera	8 weeks from end of Approval Date on checkout sheet
TV/Film/Business	1 week
Educational	6 weeks from end of Approval Date on checkout sheet