

# OSF COSTUME RENTALS

## RENTAL POLICIES

**SECURITY DEPOSIT:** All rentals require a security deposit. Deposits will amount to          of replacement value of each costume. We will accept credit cards for deposit amount OR proof of insurance from not-for-profit organizations.

**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.

**RESTOCK FEE:** For not-for-profit organizations, costumes may be taken out on a trial basis with a 10-day turn around. The fee for those returned but not used within the 10 day timeframe will be 10% of the total rental for those items. If the garments arrive after the 10 day approval time, a full rental will be charged for those items.

**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 private or 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. If alterations are done, it is recommended to not hard press and must be restored before shipping. If trims have been added or removed these must be restored to original condition. Please remove any name tags that have been added. 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 per item will be charged.

### LENGTH OF RENTAL:

LORT Theatres	8 weeks from date of first dress
TV/Film/Business	1 week
Educational	6 weeks from date of first dress

### RENTAL FEES:

TV/Film, Private, Business	
Costumes	\$75.00 - \$250.00
Accessories	\$35.00 - \$100.00
Specialty	\$100.00 - \$300.00

LORT Theatres, Opera, Dance	Above, less 40%
Educational and Community	Above, less 60%