

CBU Boardmore Theatre Costume Prop Rental Contract

Production Title _____ Today's Date _____

Producing Organization/School _____

Contact Name _____ Position Title _____

Billing Address _____

Phone _____ Fax _____

Cell phone _____ Email _____

Opening date _____ Closing date _____

Pick up Date _____ Return Date and Time _____

How are you paying? *Please circle one:* Purchase Order - Check Credit Card - School P O#

A credit card is required as a security deposit. The card may also be billed for any penalty charges incurred under this contract. Please complete the information below. Full rental payment is due at time of rental.

Type of credit card _____ (Visa/MC only)

Name as it appears on card _____

Credit Card Number _____ Exp Date _____

Card Holder's Signature

We appreciate the following credits in your program: Costumes provided by CBU Boardmore Theatre, Binder: The producing organization/school representative has read and agrees to abide by all conditions of this contract. Upon execution, this agreement shall become binding upon both parties, and is a legal document which shall remain in effect until completion of all activities described herein. This document is null and void if not signed and returned within 30 days following origination. The producing organization's representatives agree that any violation of the terms and conditions of this agreement may result in immediate termination of this agreement, and agree to return costumes on demand. CBU Boardmore Theatre assumes absolutely no liability for accident or injury to costume wearers or handlers.

Signature of CBU Boardmore Theatre's representative

Name of Producer's representative (print)

Signature of the Producer's representative

Signature of person picking up costumes (if different)

CBU Boardmore Theatre Mailing address: 1250 Grandlake Rd. , Sydney, NS. B1P 6L2
Phone: 902-563-1351

CBU Boardmore Theatre Rental Policies

CBU Boardmore Theatre is a university/ community theatre organization that prides itself on producing the highest possible caliber productions. To that end, we offer costume rentals to other responsible community and school organizations. We know you understand the time, effort, and love put in the production of costumes and know that replacement is next to impossible. We know you will care for the garments we are renting to you.

- Minimum Rental Fee - \$25.00
- Individual costume Rental - \$10.00 per costume
- Security Deposit - \$5.00 per costume
- Individual prop rental fee- \$5.00
- Plus HST

-Cleaning

All costume pieces must be dry-cleaned or laundered prior to return unless otherwise stated. We expect the costumes will be cleaned and maintained during your run. Proof of cleaning is required. Items returned unclean will be assessed and charged against the security deposit.

- Alterations

Costumes may be altered to fit, but must be returned to their original condition before cleaning and returning. Costumes may NOT be cut, dyed, painted or permanently altered without written permission from CBU Boardmore Theatre. Tape, iron on bonding web, glue or any other type of adhesives may NOT be used on costumes. All alterations must be sewn.

-Damaged or Lost Costumes and Props

Normal wear and tear on costumes is expected and won't incur extra charges. Damage beyond normal wear and tear will incur damage charges. Damage charges will be assessed for broken zippers, detached garment pieces, make-up or other permanent stains or any other damage that renders the costume not rentable. Damage fees include the cost of the supplies needed to restore the garment to its original state as well as labor costs. Major damage to costumes, including irreparable tears, major seam damage, damage from pins, or irreversible alterations will be assessed at the replacement value of the costume. Lost costumes will be assessed a lost costume fee of the replacement value of the costume.

- Return Date

The return date is 10 days after the close of your show.

-Security Deposit and Payments

All rentals require a credit card for a security deposit. The credit card will not be charged unless penalties apply. Payment is due at the time of the final costume rental. Final payment can be paid by check, credit card, or money order. Make payable to CBU Boardmore Theatre. Late fees are assessed at a rate of \$10 per day, per costume

- Refunds

There are no refunds on rented costumes.

We reserve the right to refuse service to anyone or to limit the number of items rented.

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