

barringtonstagecompany

AWARD-WINNING THEATRE IN DOWNTOWN PITTSFIELD

COSTUME RENTAL CONTRACT

Company _____ Date _____

Contact _____ Title _____

Phone _____ Fax _____

Email _____

Production Title _____

1st Dress _____ Opening _____ Closing _____ # of weeks _____

Memo Return Date (14 days upon receipt or 1st Dress which ever comes first) _____

Final Return Date (10 Days after closing date) _____

Company Billing Address

Shipping Address

Preferred form of payment: Check Credit Card

Name on Card _____

Credit Card # _____ CVC _____ Expiration Date _____

Shipping Account info

UPS FedEx Account # _____

_____ Regular Stock Costumes @ \$ _____ = \$ _____

_____ Special Stock Costumes @ \$ _____ = \$ _____

Handling _____ Boxes @ \$ _____ = \$ _____

Pulling Fee _____ (\$30/hr) = \$ _____

Other = \$ _____

Rental Total = \$ _____

Pricing Guidelines:

Barrington Stage Co • Shipping Address: 58 Union St • Pittsfield, MA • 01201 • (p)413-499-5446 • (f)413-499-5447

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Regular Stock: Items stored on Forth floor of Spice. Costumes are not available online but by visitation only. Price is by “Look”. Three (3) items constitute one (1) Look. Prices are subject to change at the Rental Manager’s discretion.

Week 1	Week 2	Week 3	Week 4
\$35	\$50	\$60	\$70

Special Stock: Items stored in Julie’s Attic. Costumes are available online only and must be requested in advance to a visit. Price is by item. Prices are subject to change at the Rental Manager’s discretion.

Week 1	Week 2	Week 3	Week 4
\$50	\$65	\$80	\$95

Costume Rental Agreement: This letter will constitute an agreement between Barrington Stage Co and (The Company), as listed above, for the rental of costumes for the above named production. BSC 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 prior to 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 BSC shall be made by The Company’s agent under the supervision of BSC’s staff and subject to BSC’s approval. We do not make appointments with individuals.

Billing: The Company shall pay BSC within seven (7) business days of receiving an invoice for late returns, dry cleaning, shipping charges, and any damage done to the costumes. Interest shall be paid by The Company as charged by BSC in the case of late payment of any invoice.

Penalties for Late Returns: All costumes are due back at BSC on or before the Return Date, which is ten (10) days after the final performance. If any costumes are returned after this date, The Company will charge \$15 for each Regular Stock costume, \$25 for each Special Stock costume and \$3 for each accessory item, for each week, or any portion thereof, past the return date until the costumes are returned to BSC.

Replacement Cost: Any damage to or loss of rentals will be charged to the renter based on the listed replacement value as listed on the Costume Inventory Sheet. This value is determined by the Rental Manager based on current replacement costs, not market value.

Certificate of Insurance: As a condition of all costume rental agreements, we require a “Certificate of Insurance” from The Company. If we are unable to obtain an appropriate certificate of insurance prior to the shipping/pick-up of your rental we will be unable to accommodate your rental needs.

Alterations: The Company agrees to rental all items “as is”. Costumes must be returned in original condition. **No cutting, dying, painting, gluing, or distressing.** Any added trims must be removed and items must be restored to original condition prior to return or Damages charges will be incurred. The Company

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will be charged for changes/damages to garments as determined by the Rentals Manager. Damages will be determined within 14 days upon receipt of rentals returned.

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

Pick-up, Return and shipping of costumes: The Company is solely responsible for the pick-up and return of all items to and from BSC, and for all related expenses. All costumes are due back at BSC on the return date, which is 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 BSC immediately of any shipping damage. Any damage not reported to BSC is presumed to be the responsibility of the Company. Please take care when packaging costumes- i.e. wrap the inside of the box with plastic, double box hats, etc. Damage in transit will be the responsibility of The Company.

Non-liability of BSC: BSC 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 BSC. 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 acknowledgement for the rental services: “Costumes provided in part by Barrington Stage Company”.

ACCEPTS TERMS OF COSTUME RENTAL CONTRACT AS THE COMPANY’S REPRESENTATIVE:

Signature: _____ Date: _____

Print Name: _____

Title: _____

Email: _____ Phone: _____

