

barringtonstagecompany

AWARD-WINNING THEATRE IN DOWNTOWN PITTSFIELD

Properties 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 whichever comes first) _____

Final Return Date (10 Days after closing date) _____

Company Billing Address

Mailing Address

Preferred form of payment: (circle one)

Check Credit Card

Name on Card _____

Credit Card # _____ CVC _____ Expiration Date _____

_____ Regular Props @ \$ _____ = \$ _____

_____ Special Props @ \$ _____ = \$ _____

Other = \$ _____

Rental Total = \$ _____

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Rental Agreement: This Letter will constitute an agreement between Barrington Stage Co and COMPANY (as listed above) for the rental of properties 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 props 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 and any damage done. Interest shall be paid by THE COMPANY as charged by BSC in case of late payments of any invoices.

Penalties for Late Returns: All items are due back at BSC on or before the Return Date, which is ten (10) days after the final performance. If any items are returned after this date, The Company will be charged \$15 for each Regular Stock prop, \$25 for each Special Stock prop for each week, or any portion thereof, past the return date until the items 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 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" with the understanding that they may have imperfections. Items must be returned in original condition. Props MAY NOT be altered in any fashion (painting, dyeing, distressing, re-upholstering, etc.) without the *written consent of BSC*. 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 will be charged for changes/damages as determined by the Rentals Manager. Damages will be determined within 14 days upon receipt of rentals returned.

Care of Props: The Company will, with respect to the items entrusted to it under this agreement, exercise the highest degree of care for the safekeeping and preservation of the items rented from BSC.

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 props 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 Properties Rental Contract. Include a copy of the Inventory Sheet in each box and highlight the items packed in that box. Please take care when packaging costumes- i.e. wrap the inside of the box with plastic, double box hats, etc. Damage in

Properties Rental Contract

transit will be the responsibility of The Company. BSC will not ship any props to The Company. They MUST be picked up in person.

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 props or other items specified on the Inventory Sheet at the Company's own risk.

Acknowledgement: The Company will provide program acknowledgement for the rental services: **"Properties 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: _____

