

Starstruck Costume Rental Policies

Starstruck is a community theater organization that prides itself on producing the highest possible caliber productions. To that end, we offer costume rentals to other responsible community theater 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**
As this is not our primary business, we can only accommodate rentals of \$2000 or more.
- **Cleaning**
All costume pieces must be dry-cleaned or laundered prior to return. We expect the costumes will be cleaned and maintained during your run. Proof of cleaning is required. Items returned unclean will be assessed an additional charge of \$25.00 per garment, plus an additional late restock fee of \$25.00.
- **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 Starstruck. 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**
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 Rental Date**
The return date is computed on your production closing date plus ten calendar days to allow you processing and dry cleaning time. The return rental date is recorded on your rental contract. If you are shipping returns, they must be shipped by the return date. If you think you will need more time to process your returns, please arrange for more time at the time of the initial rental.

- **Rental Fees**
Rental Fees are computed on a per piece basis for your production period, (show opening to show closing). If the production period exceeds five weeks, a production extension charge of 15% of the total rental per additional week will be added to your rental costs. All shipping charges will be paid by the renter.
- **Deposits**
All rentals require a security deposit to be paid at the time of the initial rental. The standard security deposit is 30% of the total rental. Deposits must be made by check. Deposits will be credited towards your final charges when the rental is complete. A rental is considered complete when all items are returned and all paperwork is completed. Checks should be made out to Starstruck Theatre.
- **Payment**
Payment is due at the time of the final costume rental. Final payment must be made by check. Your deposit will be applied to your final rental charge.
- **Late Fees**
Late fees are assessed at a rate of \$10.00 per costume per day.
- **Refunds**
There are no refunds on rented costumes.
- **Service**
We reserve the right to refuse service to anyone or to limit the number of items rented.

STARSTRUCK COSTUME RENTAL CONTRACT

RENTING ORGANIZATION

Organization _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Production Name _____
 Production Open Date _____ Production Close Date _____
 Rental Start Date _____ Rental Return Date _____

CONTACT INFORMATION

Name _____
 Shipping Address _____
 City _____ State _____ Zip _____
 Phone() _____ Second Phone () _____

I have read and understand the Starstruck Costume Rental Policies and agree to abide to them.

Print Name _____
 Signature _____ Date _____