

The STARS Foundation  
519 Main Street & Hwy 181  
P.O. Box 467  
Cabool, MO 65689  
417-254-3168  
info@thestarsfoundation.org



### Costume Rental Contract

Company \_\_\_\_\_ Date \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Production \_\_\_\_\_

1<sup>st</sup> Dress \_\_\_\_\_ Opening \_\_\_\_\_ Closing \_\_\_\_\_ # of weeks \_\_\_\_\_

Contract return date (14 days upon receipt or 1<sup>st</sup> Dress, whichever comes first) \_\_\_\_\_

Final return date (postmarked 3 days after closing date) \_\_\_\_\_

Company billing address

Shipping address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Preferred form of payment (circle one): Check      Credit Card

Name on card \_\_\_\_\_

Credit card # \_\_\_\_\_ CVC \_\_\_\_\_ Expiration \_\_\_\_\_

Shipping account info (circle one)      UPS      FedEx      Account # \_\_\_\_\_

\_\_\_\_\_ Regular stock costumes @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Special stock costumes @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Handling \_\_\_\_\_ Boxes @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other \_\_\_\_\_ = \$ \_\_\_\_\_

**Rental Total = \$ \_\_\_\_\_**

Deposit due upon receipt of this contract @ 50% of Rental Total = \$ \_\_\_\_\_

**Pricing Guidelines:**

Note: Dress rehearsal week does NOT count as Week 1. Week 1 is the first week of performances.

**Regular Stock** (basic costumes)

Week 1	Week 2	Week 3	Week 4
\$50	\$65	\$75	\$85

**Special Stock** (costumes with multiple pieces, headgear, and/or other accessories)

Week 1	Week 2	Week 3	Week 4
\$65	\$80	\$90	\$95

**Costume Rental Agreement:** This letter will constitute an agreement between The STARS Foundation and (The Company), as listed above, for the rental of costumes for the above-named production. The STARS Foundation 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 The STARS Foundation shall be made by The Company’s agent under the supervision of The STARS Foundation staff and subject to approval.

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

**Penalties for Late Returns:** All costumes are due back at The STARS Foundation on or before the Return Date, which is postmarked 3 (three) days after the final performance. If any costumes are postmarked after this date, The Company will be charged 25% of the rental for each week, or any portion thereof, past the return date until the costumes are returned to The STARS Foundation.

**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 STARS Foundation based on current replacement costs, not market value.

**Alterations:** The Company agrees to all rental items “as is.” Costumes must be returned in original condition. **No cutting, dying, painting, gluing, taping, altering or distressing.** Feel free to call if you have any needs or special requests. It is to be returned in its original condition or damages will be incurred. The Company will be charged for changes/damages as determined by The STARS Foundation. 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 The STARS Foundation. Do not machine wash any costumes. To prevent soiling, body odor, or make-up stains, cast members should wear t-shirts or pants under costume when possible. Use a make-up bib or apron during makeup application. Please do not spray perfumes or body sprays on the costumes. **NEVER EAT or DRINK**, other than water, when wearing a costume. The STARS Foundation will clean costumes after they are returned; it is included in the rental fee.

**Pick-up, Return, and Shipping of Costumes:** The Company is solely responsible for the pick-up and return of all items to and from The STARS Foundation, and for all related expenses. All costumes are due back at The STARS Foundation on the return date, which is postmarked 3 (three) 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 The STARS Foundation immediately of any shipping damage. Any damage not reported to The STARS

Foundation 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 The STARS Foundation:** The STARS Foundation 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 The STARS Foundation. The Company agrees to the use 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 The STARS Foundation.”

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

