

# LOOKING4COSTUMES

COSTUMES FOR SCHOOLS, THEATERS & THE TRADE

## Costume Rental Agreement

### Organization Information

School / Theater / Organization		
Play / Event / Musical		
Opening Date		Closing Date
Costumes Needed by Date		

### Deposit Information

Estimated Rental Cost	\$
50% Deposit Amount	\$
Deposit Paid Via	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card
<b>To keep prices low, we do NOT accept purchase orders.</b>	

**ORDERING COSTUME RENTALS: All orders must be in writing with a signed rental agreement and deposit.** Phone calls and e-mail inquiries are not an order. We require both a signed rental agreement and a 50% deposit. Only when you receive a written confirmation from LOOKING4COSTUMES has your order been placed and costumes reserved.

**RUSH CHARGES:** To avoid rush charges we need costume worksheet and measurement form at least three (3) weeks in advance of your ship date. Orders or costume measurements received less than ten (10) calendar days prior to your ship date are subject to a 25% rush charge for the first week only. You are responsible for any premium shipping costs. The costume worksheet will have the specifics of what costumes you are renting.

**STANDARD SIZES:** Our costumes are designed for men between 5'-6" and 6'-2" in height and up to 200 pounds — women between 5'-2" and 5'-11" in height and up to 160 pounds. Costumes rentals outside these ranges cost 50% more.

**RENTAL PERIOD:** Rentals are for full week periods only from date of receipt at your facility to the date they leave your facility.

Please make sure your receiving department promptly processes these deliveries for you, since the clock is ticking. Costumes are sent and returned via UPS. **You pay all shipping charges, both ways.**

**MEASUREMENTS:** Please refer to our measurement forms. We go by measurements, not sizes. Please inform us IN ADVANCE of physical characteristics of cast members that could affect the fit of garments. (See STANDARD SIZES) Correct measurements are your responsibility. Please see our measurement video on our web site or call if you have any questions. Always have an adult perform the measurements.

**ALTERATIONS:** All alterations are to be made by hand stitching, or safety pins. No tape, glues or staples. NEVER cut or disassemble costumes. All costumes are cleaned and pressed prior to shipping to you. Do not clean our costumes without prior approval.

**DAMAGES AND LOST PIECES:** All garments contain a unique serial number and barcode label. Do not remove these labels. A detailed list of costumes supplied will be provided with your rental for inventory control and, to check items in and provide a packing list for returning. Any damage that makes

the costume unusable for future use will be charged at replacement value. Costumes that are part of a matched set will result in a charge for the entire matched set. Damages include cigarette burns, blood, stage makeup grease and excessive rips and tears. Damages due to choreography or stage movement (e.g. knee skids) require replacement of the garment. Missing pieces are charged replacement value.

**RETURN SHIPPING:** Please repack costumes the way they were received; on hangers, in protective plastic bags, with our inventory control tag intact. There is a charge of 10% of rental for costumes not packed properly for shipping. **We will issue a UPS call tag for pickup.**

**PROGRAM CREDIT:** We always appreciate credit in your programs. "Costumes provided by Looking4Costumes.com", and we would love a copy of your program if possible.

**PAYMENT:** **To keep prices low, invoices must be paid in full before shipping.** This agreement is covered and enforced under Pennsylvania law. You are responsible for all collection costs. Please make checks payable to Berté, Ltd.

I / We agree with the above policies, assume liability for the costumes rented and enter into this costume rental agreement.

### Authorized Signatures

Director / Costumer Name (Printed)	Signature	Date
Phone Number (Mobile if Possible)	E-Mail Address	
Principal / Treasurer Name (Printed)	Signature	Date
Phone Number (Office Phone)	E-Mail Address	

### Shipping Information

Address	
City / State / Zip	
Special Shipping Instructions	

### Credit Card Information

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Name on Card		
Card Number		
Expire Date		Billing Zip Code
CVN# (on back)		

Looking4Costumes — A division of Berté, LTD. — 248 East Liberty Street, Lancaster PA 17602  
Phone: (717) 291-9894 FAX: (717) 295-9655 WWW.LOOKING4COSTUMES.COM