

# **Rental Policies for Disney's Beauty and the Beast**

## **Payment and Security Deposit**

Rentals can be paid with MasterCard and VISA credit cards. A security deposit is required on all rentals. The security deposit will be refunded upon the prompt return of the undamaged costume. The security deposit in no way reflects the actual value of the costume. Debit cards cannot be accepted.

## **C O D**

C O D orders are not accepted.

## **Rental Period**

The basic rental period is one week. We do not charge for any days that Chattanooga Theatre Centre is closed. Additional days rent at the rate of 25% of the weekly rate per day. Weekly rates are as follows:

WEEK 1:	100% of RATE
WEEK 2:	50% of RATE
WEEK 3:	50% of RATE
WEEK 4:	25% of RATE
WEEK 5:	100% of RATE

## **Courier and Shipping Services**

We can arrange for delivery or pick up of your order locally by outside courier for a modest charge. We ship throughout the United States. Please note that shipments to Hawaii, Alaska and Puerto Rico cannot be sent GROUND. Shipping and handling for continental USA is as follows:

Ground Service: Estimated \$30.00 per box

2<sup>nd</sup> Day AIR: Estimated \$84.00 per box

Next Day AIR: Estimated \$101.00 per box

Due to customs complications and prohibitive shipping costs, we do not ship rental items internationally.

## **Alterations by Client**

Acceptable alterations by client include the raising and lowering of sleeves and hems; properly stitched side seams to take in or let out garments; shoulder adjustments; moving snaps, hooks, or eyes; and, properly stitching the back seams of man's trousers. Unacceptable alterations by client include cutting of any kind; dying, spray painting or gluing (including the use of sticky Velcro); removing motifs, hand beading or any other ornamentation; and, removing or adding buttons, trims, ruffles, feathers or sleeves.

## **Care and Maintenance**

Under no circumstances can smoking or eating be allowed while in costume since most permanent damage is a result of these activities. Should smoking or eating be required, Chattanooga Theatre Centre must be informed prior to rental. Deodorants must be used; whereas, cologne, perfume and after-shave are forbidden since cleaning solvents cannot remove any of these. All costumes must be returned in their original state. Failure to comply will result in assessed fees (see Replacement Value).

## **Permanent Damage**

Permanent damage will consist of any tears and rips in fabrics; burns; dying or spray painting; gluing; perspiration or other stains; or, all other unacceptable alterations outlined above.

## **Late Returns**

Costumes not returned on the specified date are subject to a late fee of 20% of the basic rental rate per day late.

## **Replacement Value**

The replacement value of costumes is based on current retail value. The rental rate may be only small portion of the actual value of non-replaceable or antique items. The paid rental amount is not applicable to the replacement value.

## **Cancellations**

In the event an order is cancelled, a cancellation fee determined by the extent to which work on the order has progressed will be assessed. In no event shall this be less than 50% of the value of the order. If the order is ready at the time of cancellation, the charge is the full value of the order. Orders not claimed on the date scheduled are considered canceled.



Please Read and Initial each section of the following policies on this and the following page(s):

Int. Here \_\_\_\_\_ AGREEMENT: This agreement shall not go into effect until a signed copy of the contract, along with payment of a security deposit is received by the Chattanooga Theatre Centre. Full payment shall be due 30 (thirty) days prior to shipping.

Int. Here \_\_\_\_\_ RENTAL TERMS: A deposit of at least 50% of the total rental is required when an order is placed; the balance and estimated shipping are due before the actual shipping or pickup of an order.

Int. Here \_\_\_\_\_ RENTAL Period: Our show rental week runs from Monday to Monday. This means that costumes can be picked up or will be delivered or shipped for receipt on Monday. On occasion and if time permits, we may allow costumes to be picked up, delivered or shipped for receipt the previous Friday; however we CAN NOT and WILL NOT guarantee this early release. If you must have the costumes available for pickup, delivery or ship receipt the previous Friday, we can do this with a 20% surcharge (of the first weeks rental). If your order is not received at least one month prior to the Friday in question, you may also be charged for expedited shipping. Costumes are to be returned or shipped to us on the day following the final performance. Shipping time is not counted in the rental period.

Int. Here \_\_\_\_\_ CANCELLATIONS: Orders cannot be cancelled after pickup/delivery/shipping. Cast changes will be considered cancellations, if an order has been pulled and put through the workroom. Cancellations that drop the total number of costumes below the discount threshold will void that discount. If this contract is cancelled by the renter after its signing, the security deposit shall be forfeited to the Chattanooga Theatre Centre.

Int. Here \_\_\_\_\_ SHIPPING: Shipping costs are not included in the rental sales. Shipping cost is determined by geographic distance between shipping points. All orders will be shipped using Ground Service unless another type of shipping service is indicated. Please allow at least 10 business days for delivery using Ground Service. However, Chattanooga Theatre Centre reserves the right to ship by any method necessary to get you this order on time when not given the full one month from the receipt of this order to the shipping date.

Int. Here \_\_\_\_\_ RETURN PACKING: Please do not repack costumes when wet or damp, but wait until they are dry before repacking them. Items that are packed wet or damp may be damaged by mildew by the time they arrive back at our theatre. Items ruined by mildew will constitute permanent damage (*see PERMANENT DAMAGE*). Costumes not repacked as received with costume tags will incur an additional 5% cost.

Int. Here \_\_\_\_\_ RETURN SHIPPING: Please return costumes by personal delivery, UPS, Federal Express or Airborne Express. Costumes shipped by other carriers may incur additional labor charges.

- Int. Here \_\_\_\_\_ **DAMAGE UPON RECEIPT:** Upon the day of receipt of rented materials it shall be the responsibility of the renter to examine all materials and report by fax to the Chattanooga Theatre Centre any and all damage. Otherwise it shall be assumed that the damage was inflicted by the renter and charged accordingly.
- Int. Here \_\_\_\_\_ **PUBLICITY:** Rented materials shall be used by the renter for production only. All publicity and promotion must be on-site, rented materials shall remain in the producing theatre and shall not leave the theatre for promotion or publicity.
- Int. Here \_\_\_\_\_ **CLEANING AND ALTERATIONS:** Costumes can be cleaned by us and altered to your specifications for an additional charge. Maintenance is your responsibility. All garments are shipped individually wrapped in plastic for their protection and your satisfaction. Each garment is tagged as to the actor and character. Small accessories are in plastic pouches.
- Int. Here \_\_\_\_\_ **ALTERATIONS BY CLIENT:** Acceptable alterations include raising and lowering of hems and sleeves; properly stitching side seams to take in or let out garments; shoulder adjustments; moving snaps, hooks or eyes; properly stitching the back seams of trousers. Unacceptable alterations include cutting of any kind; dyeing, spray painting or gluing (including sticky Velcro); or removing motifs, hand work or any other ornamentation, removing or adding buttons, trims or ruffles, feathers or sleeves, without any written or verbal permission from the Chattanooga Theatre Centre. Unacceptable alterations will constitute permanent damage (*see PERMANENT DAMAGE*).
- Int. Here \_\_\_\_\_ **CARE AND MAINTANANCE:** Under no circumstances can smoking, eating or drinking be allowed while in costume since most permanent damage is a direct result of these activities. Should scenes require smoking or eating onstage, Chattanooga Theatre Centre must be informed before rental. The use deodorants must be enforced. The use of cologne, perfume or after shave is forbidden since cleaning solvents cannot remove these. It is the responsibility of the wardrobe and production departments to enforce these rules. All costumes must be returned in their original state.
- Int. Here \_\_\_\_\_ **DANCERS AND KNEE SLIDES:** Knee slides are not to be done while in costume. Any damage to an ensemble due to knee slides (including rips, tears, burn marks, discoloration, staing, etc) will incur a replacement value charge (eg. \$150-300 per costume) For example, if your choreographer has incorporated knee slides into a number, it is suggested that you purchase other trousers to be worn specifically for that number. Any tear in clothing due to knee slides may constitute permanent damage (*see PERMANENT DAMAGE*).
- Int. Here \_\_\_\_\_ **MAKEUP:** Your performers should be instructed in the proper use of makeup. Costumes returned with heavy makeupstains may requirespecial cleaning; in such cases, a charge for special cleaning will be assessed. Makeup that cannot be removed will constitute permanent damage (*see PERMANENT DAMAGE*).
- Int. Here \_\_\_\_\_ **PERMANENT DAMAGE:** Permanent damage consists of any fabric tears or rips, burns, dyeing, spray painting and gluing (including sticky Velcro); perspiration or other stains cause by improper maintenance (*see CARE AND MAINTANANCE*); damage caused by stage or scenic paint; damage caused byunremovable makeup (*see MAKEUP*); damage caused by knee slides (*see DANCERS*); damage caused by mildew (*see RETURN PACKING*) and all unacceptable alterations (*see ALTERATIONS BY CLIENT*). Any costume suffering permanent damage will result in the assessment of the full replacement value of that item.

Int. Here \_\_\_\_\_ PROGRAM NOTES: Due credit must be given on all programs whenever all or part of a musical presentation is costumed, whether live, film or tape. The credit is to include "Costume Design by Scott Dunlap of the Chattanooga Theatre Centre, Chattanooga TN". A copy of the program notes is to be sent to Chattanooga Theatre Centre, PO Box 4023, Chattanooga, TN 37405.

We hereby order the above costumes and bind ourselves responsible for the prompt and safe return of all garments in the condition they are received (excepting in normal wear), agree to pay full value for any items lost, stolen or damaged, agree to pay any and all deposits in advance, and agree to return items immediately after use.

If the items are not returned and received within one calendar week of the end of the run, we bind ourselves responsible for the accumulated late charges amounting to 50% of the first week rental per week that any costumes are late. Any and all costumes not returned and received by the Chattanooga theatre Centre within three calendar weeks of the specific return date, we hold ourselves responsible for the full replacement value of the entire order and fully understand and agree that the Chattanooga Theatre Centre will consider the costumes stolen and proceed with legal action against us.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Theater or School Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

FAX Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_