

Geneva Theatre Guild Costume/Prop Rental Agreement

GTG Costume Contact: Luann Preston-Wilsey (315) 945-5036 lp3@cornell.edu

GTG Prop Contact: Rebecca Bolluck Godwin bullock.godwin@gmail.com

Organization/Theater: _____

Primary Contact: _____

Phone: _____ E-mail: _____

Address: _____

City _____ State _____ Zip _____

Production Name: _____

Rental Start Date: _____ Rental Due Date: _____

Production Open Date _____ Production Close Date _____

I have read and understand the GTG Costume/Prop Rental Policies and agree to abide to them.

I agree to rent the attached list of costumes and props for the listed prices.

Print Name _____

Signature _____ Date _____

\$ _____ TOTAL RENTAL

\$ _____ DEPOSIT AMOUNT

\$ _____ RENTAL BALANCE

Date Returned: _____

\$ _____ Laundering/Dry-cleaning/Repair/Replacement Charge (if applicable)

\$ _____ Late Fee

\$ _____ TOTAL DUE

Geneva Theatre Guild Costume/Prop Rental Policies

CLEANING/ALTERATIONS

All costume pieces must be laundered when possible (or dry-cleaned in the case of staining to non-machine washable items) prior to return.

Please powder all make-up before wearing costumes to avoid excessive staining. T-shirts or other undergarments help to reduce sweat stains.

Costumes may be altered to fit, but all alterations must be sewn and allow costumes to be returned to their original state.

Reasonable wear to costumes is to be expected, but damage is considered to have been done by anything that reduces the value of the costume including tearing, burning, cutting, glueing, excessive make-up, removal of buttons or any other trim or decoration.

All prop and scenic pieces must be returned in their original state.

DEPOSITS/FEEES

All rentals require a security deposit. The standard deposit is 50% of the total rental and is to be given upon initial pick-up. Deposits can be credited toward final charges.

Rental fees are are charged based on mutually agreed upon terms for a specific period of time. Final payment will be due upon return of rental.

Late fees of 20% of the total rental will be added for each additional week, unless an extention is granted by the Geneva Theatre Guild.

Anything returned unclean will be assessed an additional charge of \$5.00 per item.

Damage fees will be assesed at the discretion of the Geneva Theatre Guild for costumes/props returned in altered conditions.

Lost costumes will be assessed a lost costume fee of the replacement value of the costume.

Alteration of any item must be cleared with the Geneva Theatre Guild BEFORE any changes are made.