



ARGENTA  
COMMUNITY THEATER

405 Main St. North Little Rock, AR 72114 (501) 353-1443

## Costume Rental Agreement

- All costumes remain the total property of Argenta Community Theatre.
- All costumes must be returned in clean condition- dry cleaned or laundered as per instructions given at time of rental. Cleaning fees will be assessed if costumes are found to be stained or unclean upon return.
- Argenta Community Theatre reserves the right to inspect all costumes for damage that might be deemed outside of the normal wear and tear. Additional fees will be assessed for any mending and/or repairs that are necessary to restore a piece to its appropriate state. Alterations are allowed but costume fabric CANNOT be cut, dyed, painted, glued or distressed. Permission to add extra fabric and/or trim to any costume may be granted by contacting our costume designer at [hallshellyd@yahoo.com](mailto:hallshellyd@yahoo.com) . *Minor alterations can be left as is upon return, but major alterations should be removed. Please contact the designer if you are unsure.*
- Argenta Community Theatre labels may NOT be removed from the costumes. Any additional labels added must be removed before returning. \$5 charge per garment will be applied if Argenta Community Theatre labels are written over or removed or if the renter's label is not removed.
- The renter is fully responsible for any lost or stolen costumes and agrees to cover all costs required to replace the item. If there are any missing pieces from any vintage garment sets, the renter will pay replacement for the entire garment. The renter is also responsible for replacement or repair charges should damage occur during cleaning or transport by an outside agent.
- Unless advanced arrangements are made, any costumes not returned by contracted date will be charged a late return fee of \$50.00 a day.
- All shipping costs are the responsibility of the renter. Pick-up and returns may be made by appointment only.
- Acknowledgment must be given in the renter's playbill to ACT and should read thus: Some costumes (and props) used in this production are used with permission from Argenta Community Theatre and it's designers.
- A designer fee will be assessed to any complete show packages that are used for the same production for which they were designed, and the designer's name must appear in the playbill as "Original costume design by:"
- All rental fees are to be paid prior to shipping or upon pick up of the costumes.
- Any costumes that are not used in your production may be returned prior to opening for a refund however, a restocking fee of \$25.00 will be assessed.
- A deposit will be required at time of rental in an amount proportional to the quantity of items rented. (\$50-\$2,000.00) This deposit will be refunded once all costumes have been returned and found to be in expected condition. Any extra charges assessed at this time will be deducted from the refund.

Date Acquired \_\_\_\_\_ Production Date \_\_\_\_\_ Return Date \_\_\_\_\_

Organization \_\_\_\_\_ Agent in charge \_\_\_\_\_

Contact information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Method of Payment \_\_\_\_\_ Ammount \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_  
 Argenta Community Theatre                      Date                      Agent                      Date