

WOODBURY COMMUNITY THEATRE COSTUME RENTAL

Groups or individuals wishing to rent WCT costumes may do so only by prearranged appointment with a member of the Costume Committee. An appointment can be made by calling 651-200-4610 and leaving a message. A member of the Costume Committee will call you back. Walk-in requests for costume rentals cannot be accommodated.

A written contract will be required, listing the items rented and the date and time of the return appointment. The person renting items must be at least 18 years of age.

Rental fees:

For a period of 6 weeks to include rehearsals, run of the show, and cleaning:

1 – 25 costumes: \$250. In addition, \$200 damage deposit is (separate check) required, which is all or partially refundable after return of costumes, to insure proper return of the costumes rented.

\$10 for each additional costume

The deposit check will be held and not cashed if all items are returned properly. The individual signing the rental contract will be responsible for replacement, repair, or payment for any damaged item.

Due to value, condition, or small size, certain items in our collection are not available for rental. No items will be rented, and all rented items must be returned, starting 6 weeks before the opening of any WCT production. Exceptions may be made after consulting directors and costumers of pending shows.(8/7/13)

The following conditions will apply to the use of WCT costumes:

1. A costume may not be used for any purpose other than that stated in the rental contract.
2. Costumes may be altered for minor fit issues only, such as hems, or taking in/letting out of seams, using a basting stitch only. Any such alteration made to a costume piece must be removed before its return.
3. Under no circumstances is a costume to be cut or permanently altered in any way.
4. Date of return will be negotiated at the time of the rental. All items must be returned by the date specified on the rental contract. Failure to do so will result in loss of deposit.
5. Damage or distress to costumes, as listed below, will be deducted from deposits. Distress is defined as, but not limited to:
 - odors of any kind in a costume
 - any tear or hole in the garment
 - any garment that is stained or requires additional cleaning procedures
 - any alterations not on the approved list
 - missing or broken buttons or closures
 - damage due to pinning of the garment
 - adhesive residue left on a costume
6. All costume pieces must be dry-cleaned or laundered prior to return, unless otherwise stated. Items returned unclean will result in loss or partial loss of deposit.
 - If “washable”: spot-clean, then launder in cold water and dry on gentle cycle. Press if needed.
 - If “dry clean” but not soiled: freshen (Febreze-type product), and air out
 - If “dry clean” and soiled: have it dry cleaned
7. If the costumes are to be used in a theatre production, WCT requires that credit be given to WCT for costume rental in any program or printed material listing production credits.

**WOODBURY COMMUNITY THEATRE
COSTUME RENTAL CONTRACT**

Renting Organization _____

Responsible Individual _____

Address _____

Phone _____ Email _____

Event costume(s) will be used for _____

Date rented _____ Date and time of return appointment _____

I have read, understand, and agree to the WCT Costume Rental Policy

Renter Signature _____

WCT Costumer _____ Date _____

Deposit amount \$ _____ Deposit check # _____

Rental amount \$ _____ Rental check # _____

(Retain one copy for WCT records and make additional copy for Renter)