

The Industry Supply Store

Costume Rental Services
1986 Tucker Industrial Rd
Tucker, Ga 30084
678.956.7706

tisswardrobesupply@gmail.com

COSTUME RENTAL AGREEMENT

Start Date: _____ **End Date** _____

Production

Name: _____ **Ph#** _____ **Studio** _____

Email _____

Designer Name: _____ **Ph#** _____

Email _____

Costume Supervisor

Name: _____ **Ph#** _____

Email _____

Key Costumer

Name: _____ **Ph#** _____

Email _____

Rental Time Requested

From _____ **To** _____

TISS COSTUME RENTAL POLICY:

TISS OFFERS FOUR RENTAL PERIODS FOR SMALL AND LARGE PRODUCTIONS: (WEEKLY 10 DAY) (8 WEEKS) (12 WEEKS) & (16 WEEKS)

PRODUCTION RENTAL. (10) DAY RENTALS MUST BE RETURNED BY THE 10TH DAY RENTAL PERIOD OR WILL BE AUTOMATICALLY CHARGED OUR PRODUCTION RENTAL RATE OF (5%) PER-DAY OR 5% PRODUCTION RENTALS EACH WEEK. 8 WEEKS, 12 WEEKS, & 16 WEEKS. PRODUCTION RENTAL RATE IS AN ADDITIONAL 5% BASED ON THE WEEKLY FLAT RENTAL RATES. ANY WARDROBE RENTALS NOT RETURN BY THE END OF THE RENTAL PERIOD WILL BE AUTOMATICALLY CHARGED AT THE EXTENDED RENTAL RATE OF 5% PER-DAY OR PER WEEK.

PAYMENT OPTIONS & TERMS:

ALL COSTUME AND EQUIPMENT RENTALS REQUIRE A VALID CREDIT CARD ON FILE. ACCEPTABLE METHOD OF PAYMENT: ALL MAJOR CREDIT CARDS, PAYPAL, & APPLE PAY. PURCHASE ORDER ACCOUNTS ARE DUE NET 15 DAYS & 30 DAYS FROM THE DATE OF INVOICE. ANY ACCOUNTS PAST DUE 15 OR 30 DAYS WILL BE CHARGED 10% LATE FEE PER INVOICE. A \$35.00 PROCESSING FEE WILL BE CHARGED FOR ALL RETURNED CHECKS. NO COSTUME OR EQUIPMENT RENTAL WILL BE RELEASED UNTIL A PURCHASE NUMBER IS ASSIGNED TO ORDER. TISS REQUIRE' A CERTIFICATE OF INSURANCE FROM PRODUCTIONS WITHOUT A FINANCIAL GUARANTEE

COSTUME RENTAL DEPOSITS:

A SECURITY DEPOSIT EQUAL TO TWO TIMES YOUR RENTAL WILL BE REQUIRED FOR ALL PRODUCTION RENTALS. DEPOSITS WILL BE PROCESSED AT TIME OF RENTAL.

72 HOUR WARDROBE APPROVAL:

TISS OFFERS A (72) HOUR APPROVAL PERIOD FOR SHOW AND TELL, AND FITTINGS PURPOSES ONLY. WARDROBE RENTALS MUST BE RETURN IN ORIGINAL CONDITION WITH ALL TAGS ATTACHED. WARDROBE MUST (NOT) BE USED FOR ANY OTHER PURPOSES DURING THE APPROVAL PERIOD OR WILL BE VIEWED AS A WEEKLY RENTAL AND WILL BE CHARGED FOR A WEEKLY RENTAL. WARDROBE CAN BE READY FOR PICK UP ON ANY BUSINESS DAY BETWEEN 1PM & 3 PM.

COSTUME CLEANING & FEE'S:

ALL WARDROBE RENTALS AND ACCESSORIES RETURNED TO TISS MUST BE PROFESSIONALLY DRY-CLEANED. ANY RENTAL(S) RETURNED UNCLEANED WILL BE

CHARGED 12% PER ITEM. ALSO A CLEANING FEE WILL BE APPLIED FOR UNCLEANNED SPECIALTY AND VINTAGE ITEMS. WARDROBE OR COSTUMES THAT ARE RETURNED DIRTY WILL BE CHARGED A 12% CLEANING FEE OF THE WEEKLY RENTAL AMOUNT WHICH WILL BE ADDED TO YOUR FINAL INVOICE.

LOSS AND DAMAGE RENTALS:

ANY DAMAGE OR LOSS OF OUR WARDROBE/COSTUME OR RENTALS WILL INCUR AN ADDITIONAL CHARGE EQUAL TO (6) TIMES THE WEEKLY PRODUCTION RENTAL VALUE OF EACH ITEM. TISS REQUIRES A CERTIFICATE OF INSURANCE FROM THE PRODUCTION COMPANY WITH (THE INDUSTRY SUPPLY STORE) NAMED AS ADDITIONAL INSURED LOSS PAYEE. All WARDROBE RENTALS SHIPPED VIA (UPS, FEDX OR USPS) MUST RETURNED TO TISS IN THE SAME MANNER WITH TRACKING NUMBERS.

COSTUME RENTAL LATE FEE'S:

ANY RENTAL RETURNED AFTER ITS IT'S 10 DAY DUE DATE WILL BE CHARGED A DAILY (5%) FOR EACH ITEM UNTIL THE DAY RENTAL IS RETURNED. All costume rentals kept past the production rentals of 15 weeks will be charge (5%) PER WEEK UNTIL ALL RENTALS IS RETURNED.

COSTUME ALTERATIONS:

ANY WARDROBE/COSTUMES YOU RENT FROM TISS CAN BE ALTERED. HOWEVER, IT MUST BE RETURNED BACK TO ITS ORIGINAL CONDITION. TISS WILL ALLOW ALTERATION ONLY ON CUFF, WAIST & HEMS. AGEING, CUTTING OR PERMANENT ADHESIVES ARE NOT ALLOWED. THE INDUSTRY SUPPLY STORE RESERVES THE RIGHT TO CHARGE A RESTORATION FEE FOR ANY WARDROBE/COSTUME RENTAL THAT IS RETURNED ALTERED.

RENTAL RETURN PROCEDURES:

ALL RETURNS MUST BE ACCOMPANIED BY TISS INVENTORY RENTAL & RETURN PAPERWORK. ANY RETURNS WITHOUT PROPER PAPERWORK WILL BE CHARGED A LABOR FEE OF \$25.00. RENTALS MUST BE RETURNED CLEANED AND ON HANGERS, IN BAGS, & BOXES ALONG WITH ALL TAGS. ANY DAMAGED RENTALS SHOULD BE TAGGED AS DAMAGED. PLEASE DO NOT PIN HATS TO GARMENTS. DO NOT PUT SHOES & HATS IN SAME BOX OR BAG. TISS RESERVES THE RIGHT TO DECLINE OR ACCEPT REPLACEMENT ITEMS IN EXCHANGE FOR LOST OR DAMAGE COSTUMES.

PRODUCTION SHOW & EPISODIC PACKAGES:

TISS WILL WORK WITH ALL PRODUCTION SIZES TO OFFER SPECIAL COST-EFFECTIVE PRICING TO WORK WITHIN YOUR WARDROBE/COSTUME BUDGET. PLEASE EMAIL US YOUR RENTAL NEEDS AND COSTUME BUDGET. TISS CAN ALSO ASSIST WITH PASS THROUGH.

TISS WILL DO STOCK PULLS AND ORGANIZE ALL COSTUME RENTALS WITHOUT ANY LABOR FEES TO YOUR PRODUCTION, WE WILL SEND PICS FOR YOUR APPROVAL, AND FREE DELIVERY TO YOUR COSTUME DEPT WITHIN 15 MILES OF OUR RENTAL SHOWROOM OR PICK UP. ANYTHING OUTSIDE OF 15 MILES WILL INCUR A SMALL DELIVERY FEE.

ALL COSTUME PULLED AND NOT RENTED WILL BE CHARGED A RESTOCKING FEE OF \$2.50 EACH GARMENT TO BE RETURNED TO STOCK

SHIPPING & THIRD-PARTY FEE's:

FREE DELIVERY TO YOUR COSTUME DEPT UP TO 15 MILES ON STORE SUPPLY'S ONLY FROM OUR SHOWROOM OR WAREHOUSE.

THE INDUSTRY SUPPLY STORE: STANDARD METHOD OF SHIPPING IS UPS GROUND. IF YOU WOULD LIKE TO HAVE YOUR ORDER SHIPPED VIA FEDEX, THEN YOU MUST PROVIDE US WITH YOUR FEDEX ACCOUNT NUMBER. ALL SHIPPING COST ARE CALCULATED ONLINE VIA UPS. THE INDUSTRY SUPPLY STORE ONLY SHIPS WITHIN THE USA & CANADA. WE DO NOT SHIP TO PO BOX, APO OR FPO. PLEASE ALLOW 1-2 BUSINESS DAYS FOR ORDERS TO BE PROCESSED BEFORE SHIPPING. ANY ORDERS PLACED ON WEEKENDS OR HOLIDAYS WILL BE PROCESSED THE NEXT BUSINESS DAY. TISS IS REQUIRED TO COLLECT SALES TAX ON ORDERS SHIPPING TO ADDRESSES IN THE STATE OF GEORGIA. THIRD-PARTY FEES, SHIPPING CHARGES, CREDIT CARD PROCESSING FEES & TAXES ARE NOT REFUNDABLE.

Type: _____ **CC#:** _____

CVS #: _____ **Expire Date:** _____

Sig: _____ **Date:** _____