

**Tennessee Shakespeare Company
Costume Rental Agreement**

This shall constitute a legal and binding TSC Agreement between _____
“Renting Company” and owner Tennessee Shakespeare Company for the rental of TSC costumes for the
production of or event _____ with a schedule as follows:

Rental Date: _____

Return Date: _____

Your initials below each paragraph will indicate your understanding, agreement, and acceptance of each
of the following TSC policies:

Rental Fee Due Dates and Late Fees: 100% of rental fees are due the day of pick-up of rental,
or one week prior to shipment of costumes. Any late returns will carry a late fee of 1/3 of the original
rental cost for each late week, or pro-rated per late day. At 30 days past due, costumes will be classified
as “Missing” and will be subject to replacement charges as stated by TSC.

Initial Here ____

Rental Fees: Costume rental fees are assessed by the week. Each additional week of rental will
be charged 1/3 of the original rental fee. Rental weeks start the day you pick up your costumes or the day
your costumes arrive, if shipped. Please see attached inventory list for TSC rental fees. Most items will
rent out for \$75/look.

Initial Here ____

Alterations/Damages: Costumes may be altered in ways that do not damage the integrity of the
item. Prior to the return to TSC, the item must be restored to the condition in which it was rented. The
renting company maintains financial responsibility for restoration or replacement of any costumes that are
destroyed, disfigured, or that are returned damaged for any reason. Damaged or missing pieces of a
garment, or pieces altered without TSC authorization, will require repair or replacement by the renting
company. This charge can range from \$25.00 - \$500.00, depending on the costume. The renting company
understands that no garment is to be cut in any way to accommodate alterations (including notching of
altered seams). Other unacceptable alterations include dyeing, painting (including spray paint), gluing
(including sticky-backed Velcro), and the removing of ornamentations or trims. Knee slides are not
permitted by wearers while in a TSC costume. Any damage done to a costume due to knee slides will
require a replacement charge for the entire costume. Do not mark a costume with tape of any kind. Safety
pin a tag to the inside of the garment to mark it. Makeup that cannot be removed from a TSC costume
will constitute permanent damage and will require full replacement charges. Stage blood is not to be used
on or near TSC costumes. All alterations but be removed and costumes restored to original states prior to
return to TSC. If you have a question about how a garment should be altered, cleaned, or repaired, call
TSC’s Costume Shop Manager. If you would like to make a major change to the costume that you think
will improve it, call TSC’s Costume Shop Manager to discuss first before any work is done.

Initial Here ____

Costume pick-up and return: Renting Company must make an appointment for TSC costume pick-up and/or return by calling the TSC Costume Shop Manager at (901) 759-0620, Monday through Friday, from 10:00 am - 4:00 pm, or by emailing Alexandria Perel-Sams at Alexperel-sams@tnshakespeare.org. TSC's Costume Shop Manager or Resident Designer must be present at the time TSC's items leave/return to storage. TSC does not provide fitting space. Renting Company will need to send one person (costume designer), who will have the measurements, to go through TSC's stock. Renting Company is permitted to pull extra costumes for choices in fittings. Renting Company must bring back what is not used prior to its event date. TSC then will remove these items from the invoice. If you are unable to pull the costumes, TSC will pull them for you for a fee of \$40/hour.

Initial Here ____

Cleaning Costumes: Do not allow wearers of the costumes to eat or drink in or near TSC's costumes. Do not allow any perfume to be worn while in or around the costumes. TSC will clean the costumes with our cleaner. The price of the rentals will include this expense. If any scents or stains do not come out of the costume piece when it is dry-cleaned, that will constitute permanent damage and will require full replacement charges. During the run of your show or event, Vodka Spray may be used to clean and control any odor. Renting Company's wearers must wear "skins" when wearing TSC costumes. Do not use Febreze to deodorize costumes.

Initial Here ____

It is understood between both parties that this Agreement is made in Memphis, Shelby County, TN, and that Tennessee law shall govern the terms of this Agreement.

It is further understood and agreed that Renting Company hereby has read and understands and agrees to each part and the whole thereof.

ACCEPTED BY TSC:

Dan McCleary
Producing Artistic Director

EIN#: 26-2113887

Date: _____

Address:
Tennessee Shakespeare Company
7950 Trinity Road
Memphis, TN 38018-6297

ACCEPTED BY RENTING COMPANY:

Organization: _____

Agent
signature: _____

Agent name
printed: _____

I.D. # _____

Date: _____

Address and Email: