

# How to Rent Costumes from **DC Theatricks**



## **ORDERING**

REMEMBER AN INQUIRY IS NOT AN ORDER. The first step in reserving your dates is to return a signed and completed Rental Agreement. ACCURATE measurements should be sent as soon as possible to avoid rush charges, but are not needed with the Rental Agreement. It is usually best to have one person take all measurements to insure consistency. Please help us by being clear and specific about costumes you want to order. The easiest way to do this is to mark a copy of our Costume Plot by crossing out costumes not needed and adding quantities you require to any chorus/multiple costumes. A separate cast list should be sent with costumes needed for each role the actor is playing. Time is very important—please give us as much as possible.

## **PRICES**

COST PER COSTUME IS BASED ON THE NUMBER OF COSTUMES YOU RENT as per our Show Rental Rates document.

PRICES QUOTED WILL BE FOR A ONE-WEEK RENTAL PERIOD (our standard week is Monday to Monday). Additional weeks are available at 50% of the 1<sup>st</sup> week rate, extra weekdays can be added at 10% per day of the 1<sup>st</sup> week rate. If additional performances (or late return) cause costumes to be kept longer, additional charges will be made. We do not charge for travel time.

## **SHIPPING**

COSTUMES WILL BE CAREFULLY PACKED. Each costume will be marked by a tag showing the character name and the name of the actor. They are packed in corrugated boxes. If you pick up the order at our shop, we prefer to give you the costumes on hangers to save you the unnecessary ironing later.

SHIPPING METHODS. Unless you give us specific instructions, we will select the method best suited to the size of the order, the required speed and the distance to be traveled. Local customers are urged to pick the costumes up at our shop. Most shipments are made via UPS. PLEASE DO NOT RETURN ANY COSTUMES TO US BY US MAIL.

SHIPPING COSTS ARE THE CUSTOMER'S RESPONSIBILITY. You can keep these costs down by giving us as much time as possible so we can use the least expensive means of transportation.

WHEN RETURNING COSTUMES we ask that you re-pack in the same boxes, or replace with HEAVY DUTY boxes if they were damaged in transit. The inventory sheet furnished with the order will aid you in returning everything. You will be charged for missing or damaged articles. You will be charged for late returns that are shipped after the date designated on your Rental Agreement, which is usually the 1<sup>st</sup> weekday after your final performance. An additional 5% charge will be billed to you if costumes are not hung on hangers and re-tagged with their ID tags. PLEASE INSURE ALL RETURN SHIPMENTS FOR AT LEAST \$100 PER COSTUME!

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**[www.costume.com](http://www.costume.com)**