



Designs by De Wayne Costume Shop
 2517 North Central Street
 Knoxville, TN 37917
 865.804.6532
 www.designsbydewayne.com

Organization Costume Rental Agreement

Organization: _____ **Date:** _____

Production: _____ **Date of run:** _____

Return Date: _____ **Number of costumes:** _____ **Deposit Amount:** _____

1. Designs by De Wayne agree to provide costumes for the production listed above. All costumes will be fitted and altered as needed.
2. Measurements of actors will be the responsibility of the organization. Measurements will be recorded for each actor on a measurement form provided by Designs by De Wayne Costume shop downloaded from our website ..
3. Fittings (if applicable) will be scheduled prior to the production. Dates and times will be mutually agreed on by the organization and Designs by De Wayne Costume Shop. **ALL PARTIES WISHING TO BE COSTUMED MUST BE AT THE FITTING.** If circumstances warrant that one or more up to (5), cannot attend, the organization is responsible for making them available to Designs by De Wayne Costume shop at a time that suits Designs by De Wayne Costume Shop.
4. The deposit (if applicable) amount must be paid in full at least 30 days prior to the production. If this contract is formed within the 30 day period, the organization has (5) days to pay the deposit amount.
5. **Pricing: # of Costumes** _____ **X (Price per costume)\$** _____ **= \$(Total amount)** _____
6. A tax Exempt form must be presented to Designs by De Wayne Costume Shop at time of fittings to receive tax exemption. All non-profit organizations with exempt status will receive a 10% discount on costume rental.
7. Every costume and costume pieces must be returned in the condition when delivered or picked up. Any missing garments will be charged to the organization in the following amount: full costume \$100.00 per, costume piece \$50.00 per. **NO EXCEPTIONS!**
8. Payment **MUST** be made at time of delivery of the costumes to the organization. Checks must be made to “Designs by De Wayne Costume Shop”. If credit card is used, a 3% fee will be added on to the charge amount.
9. All costumes will be charged \$5.06 each for cleaning which will be included on the invoice as a separate line item.
10. Drinking anything but clear liquids in costume is prohibited. **ACTORS MUST WEAR DEODORANT NO EXCEPTIONS!** At NO time is smoking or eating in costume allowed.

By signing below, I, as an authorized representative of the organization listed above, agree to the terms of this contract and will abide by the terms of the contract.

 Signature & Title

 Date

 Designs by De Wayne Representative

 Date