

The Costume Shop

@ Ignite Performing Arts

~ Private/Individual Rental Policies ~

DEPOSITS, RESERVATIONS, AND CANCELLATIONS:

- ~ **All rentals require a Security Deposit at time of reservation.**
- ~ Deposits may be credited toward your final charges when the rental is complete.
- ~ A valid credit card must be given and recorded on rental agreement at time of reservation.
- ~ Rental Terms and Agreement must be completed prior to the rental leaving the shop.
- ~ The Rental Fee covers the rental for pickup 1 business day prior to event with return 1 business day after event, unless otherwise approved and noted on rental agreement.
- ~ Rentals may be modified within 3 days of reservation, however, a \$20 fee may be assessed per costume/prop in the event of cancellation.

RETURNS AND FEES:

- ~ Rentals must be returned back to The Costume Shop by the return date listed on the invoice.
- ~ The Costume Shop at Ignite Performing Arts has full authority to charge the card on file.

- **Late Fees**

- ~ Late fees will be assessed at \$10 per item for each additional day
- ~ If rescheduling a return is required, please call The Costume Shop as soon as possible
- ~ Rescheduling must be approved by Costume Manager for late fees to not occur

- **Restocking Fees**

- ~ Any rental appointments outside of business hours requiring the pulling of costumes and exceeding one hour **without** a rental, will have an automatic \$45 fee.

- **Damaged or Lost Costume Fees**

Normal wear and tear on costumes is expected and won't incur extra charges. Damage beyond normal wear and tear *will* incur damage charges determined by our staff.

~ Damage charges will be assessed for broken zippers, detached garment pieces, makeup or other permanent stains, or any other damage that renders the costume not rentable. Damage fees include the cost of the supplies needed to restore the garment to it's original state as well as labor costs. Major damage to costumes including irreparable tears, major seam damage, damage from pins, or irreversible alterations will be assessed at the replacement value of the costume. Lost costumes will be assessed a Lost Costume Fee of the replacement value of the costume.

DISCLAIMER:

- ~ The Costume Shop, Ignite Performing Arts, and it's employees are not responsible for accidents or injuries related directly or indirectly to the use of the rented item.