

SCHOOL PRODUCTION RENTALS:

Any production with more than four looks **requires** an appointment. Appointments must be made outside of public business hours (Tues-Fri, 2pm-6pm) and between the hours of 9am and 8pm on a weekday. Each appointment is one hour. Additional time past the first hour is assessed at \$20/hour. This payment can either be paid up front or rolled into the final bill.

Our costumes are mostly from donations or past productions, so sizing is very difficult to determine. Therefore, it is highly recommended that you bring your actors with you. *Please arrange for an adult chaperone for every six students.* Parents are, of course, welcome to join!

The length of rental is determined by the production or competition length. Costume reservations may be made up to 2 months in advance, and costumes may be picked up no earlier than three weeks before a show or competition begins. Costumes must be returned within a week of the final performance. *If this is not possible, make arrangements for a return as soon as possible to avoid a late fee.*

Billing is determined by look or by item:

- A look is defined as everything needed for a single character costume change. This includes wigs, hats, accessories, shoes, and garments. The final cost per look depends on the items selected (some items with specialty fabrics have a higher rental fee), but the standard fee is \$35 (before discount) with a \$60 deposit.
- Per item fees start at \$10 per garment and \$5 per accessory.

The rental fee can either be paid immediately with a personal payment or the theater can invoice your school directly. Payment must be arranged before any reservations can be made. The deposit must be in hand before any costumes can leave the shop. Deposits must be **cash or check only**. The check may be either an official school check or a personal check. The check will only be cashed in the event that an item is missing or damaged.

Schools receive a 30% discount on the final fee providing these terms are kept. There is no discount for the deposit. Please note that the final fee assessment is at the discretion of the rentals manager.