

# COSTUME RENTAL ORDER FORM

**BILL TO:**  
 ATTN \_\_\_\_\_ PRODUCTION: \_\_\_\_\_  
 ORG. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ DATE OF DRESS REHEARSAL: \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ DATE(S) OF PERFORMANCE: \_\_\_\_\_  
 TEL. (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
**SHIP TO:**  
 ATTN \_\_\_\_\_ RETURN DATE: \_\_\_\_\_  
 ORG. \_\_\_\_\_ PICK-UP  SHIP   
 ADDRESS \_\_\_\_\_ PICK-UP DATE: \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ PICK-UP TIME: \_\_\_\_\_  
 TEL. (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ PURCHASE ORDER #: \_\_\_\_\_

## RENTAL & BILLING TERMS

Our costumes are cleaned after each use and are checked for repairs, pressed and altered to size before they are shipped to you. We offer a 15% discount when you agree to have MACS not press or alter the costumes. Sizes for ALL shows must be at MACS no later than twelve (12) working days prior to dress rehearsal. Orders with sizes received after this period will be sent without alterations AND at full price. ALL ORDERS MUST BE CONFIRMED IN WRITING.

You, the renter, will be responsible for all shipping charges in both directions. All shipping from MACS is done via United Parcel Service (UPS). We can, however, ship via whichever method or carrier best suited to your needs. Return shipments are your responsibility and should be insured for full replacement value. You are responsible for loss or damage during return shipment. HATS MUST NOT BE PACKED WITH COSTUMES. DAMAGED HATS WILL BE BILLED AT FULL REPLACEMENT VALUE.

Shortages must be reported PRIOR TO OPENING or they will be considered lost items and will be billed at full replacement value. No credit will be given for costumes ordered and not used unless we are notified prior to opening and those costumes are shipped back to MACS prior to opening. A service charge will be billed for ordered costumes that are unused.

Costumes must be returned immediately upon close of production. Costumes not received at MACS within one week from closing will be billed and additional 50% of one full rental for that week and for each additional week late, or part thereof. We will notify renter of missing or damaged pieces within ten (10) working days of receipt by telephone or written letter. If missing pieces are not returned to MACS by thirty (30) days after notification, renter will be billed for these pieces at full replacement value, not depreciated value. Damages will be charged on the basis of time and materials.

Costumes must not be cut. No mending tape, hemming tape, stitchwchery or glues of any kind will be used on our costumes. Costumes cannot be retrimmed or distressed in any way. Pins cannot be used for "temporary" alterations. Unless specific instructions are given for long running productions, do not launder or dry clean costumes. Iron costumes only with the proper temperature setting.

MACS is not responsible for accidents or injuries or any claims therefrom caused directly or indirectly from the use of our costumes.

Smoking and eating are not permitted in our costumes.

Rental prices quoted are for a one-week rental. Second week rental is 50% of full week prices. Further weeks are billed at 25% of full week rental. Longer rental periods for contests, festivals, etc. must be negotiated at time of order.

Orders will be accepted from MACS charge to customers in good standing or with school or governmental purchase orders. All other orders will be 50% of full charges, including security deposits, if any, at time of order and remainder cash or certified check C.O.D.

Minimum billing is \$7.50. Billing terms are: Strict Net 30 days unless adjusted and a \$5.00 per month service charge will be added to the 1.5% interest per month for any unpaid balances. Shipping and handling are charged F.O.B. MACS. Minimum shipping is \$6.50. Handling is \$3.00 per shipping container. Initiation of collection and/or repossession procedures releases rental agent from all claims therefrom. Rental items remain the property of MACS at all times. All returns must be authorized by MACS. All prices and terms are subject to change without notice.

The person signing this rental order has read these terms, has agreed to them and is responsible for the payment of the rental charges.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 DATE

# COSTUME RENTAL ORDER FORM

**Measurement Instructions – Don't Guess, Measure Accurately!**

1. **CHEST/BUST** – Give fullest measurement.
2. **WAIST** – Take at natural waist.
3. **HIPS** – **Females only**, at fullest point.
4. **WAIST TO FLOOR** – From natural waist to floor, without shoes.
5. **INSEAM** – **Males only**, crotch to just below ankle.
6. **SUIT** – **Males only**, regular suit size.
7. **SHIRT** – **Males only**, both neck and sleeve – sleeve from center back, across shoulder to wrist.
8. **HEAD** – Measure around head, above ear.

CHARACTER	PERFORMER	HEIGHT	CHEST/ BUST	WAIST	HIPS	WAIST TO FLOOR	INSEAM	SUIT	SHIRT	HEAD	NO. OF COSTUMES
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											

*Please read and sign terms on other side.*