



30 Academy Street, Auburn, Maine 04210

CLT Costume Rental Contract

Dear Patron,

Thank you for choosing Community Little Theatre for your costume needs! Please read the following items and sign below to indicate an understanding of your responsibilities and costs associated with renting costumes from our theater:

What to bring with you:

- The renter will arrive with a costume plot and measurements for the costumes they seek. CLT is not responsible for measuring anyone for rental purposes.
- The renter will arrive with payment for the rental fee **and** deposit. Cash, check, credit or purchase orders are accepted. **Renters will not be allowed to take costumes from the premises without having payment.**

Rental Costs:

Community Little Theatre will accept cash, checks, credit or purchase orders as forms of payment.

Security Deposit:

A security deposit will need to be left with CLT. In the event that costumes are returned late, damaged, unclean or if any are missing the security deposit will be kept by CLT to cover the costs. Upon immediate inspection of returned costumes, the deposit will be returned should there be no need to repair, dry clean or replace any costumes. We have a sliding scale for the security deposit, listed below:

- 20+ costumes will require a \$150.00 security deposit.
- 10-19 costumes will require a \$100.00 security deposit.
- 2-9 costumes will require a \$50.00 security deposit.
- Individual rentals will require a \$15.00 security deposit.



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For schools and non-profit organizations, our prices will be as listed below:

- 20+ costumes will cost \$300.00 for costumes and accessories.
- 10-19 costumes will cost \$200.00 for costumes and accessories.
- 2-9 costumes will cost \$100.00 for costumes and accessories.
- Individual renters will pay \$25 dollars for a complete outfit.

The constitution of outfits will be determined by the CLT Costume Committee Volunteer.

****PLEASE NOTE****

- Specialty items will be rented individually at special rates to be determined by the CLT Costume Committee Volunteer.

For commercial organizations, our prices will be as listed below:

- 20+ costumes will cost \$350.00 for costumes and accessories.
- 10-19 costumes will cost \$250 for costumes and accessories.
- 2-9 costumes will cost \$150.00 for costumes and accessories.
- Individual renters will pay \$25 dollars for a complete outfit.

The constitution of outfits will be determined by the CLT Costume Committee Volunteer.

****PLEASE NOTE****

- Specialty items will be rented individually at special rates to be determined by the CLT Costume Committee Volunteer.

Should you need a return trip:

There will be a \$25.00 fee for return visits. We hope to encourage everyone who rents from us to do so with a planned and organized list of needs. We are an all-volunteer theater and do not have the capacity to meet with the same groups two or three times each. However, should this be necessary, it is possible. Simply email costumes@laclt.com to make an appointment.



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Costume Care:

We ask that our costumes be maintained in the following ways:

- Costumes will remain intact, without permanent alterations made.
- Costumes can be pinned, basted, tacked as needed to make them fit, but such temporary alterations must be undone prior to returning costumes to CLT.

Returning Costumes to CLT:

- Renters will need return costumes clean by an agreed upon date, noted on the rental contract. Failure to do so will result in loss of security deposit.
- Costumes must be **clean** (dry cleaned as needed) and placed on hangers.
- Costumes must be brought up to the third-floor costume shop and hung on a return rack placed in the hallway. (Note: We do not have an elevator, so this must be done by carrying up costumes.)
- A volunteer will be there to greet you and inspect the rental lot and determine the need to either keep or return the rental deposit.
- CLT volunteers will then take responsibility to put costumes away.

Other Considerations:

We respectfully ask that you have **no more than five individuals** from your organization attend to assist in your selection of and transportation of costumes. We like to allow our renters some freedom to look through our collection and offer help as needed. As such, we ask that **no small children** accompany your party. Renters will be expected to bring rented costumes from the CLT costume rooms to their vehicles (three stories below). Costume Committee members will not be available to assist. We appreciate your understanding.

My signature verifies that I have read the CLT Rental Contract and agree to the terms and conditions found within:

Date: _____

Renter's Signature: _____

Renter's Name (print): _____

Organization: _____

Phone Number: _____



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Costumes will be returned to CLT on: _____

CLT Volunteer Coordinator: _____

Deposit Paid in (circle one): Cash Check Credit Purchase Order

Payment for rental items (circle one): Cash Check Credit Purchase Order

Rental Amount Paid (less the deposit fee): _____

Upon Return of Costumes:

Costumes returned:

- On time
- Rental lot complete
- Clean
- On hangers
- Not altered

Costumes returned by (renter): _____

Deposit returned on: _____

By (CLT Costume Committee Member) _____

Deposit was retained due to the following reasons:
