



### **TERMS OF RENTAL AGREEMENT**

1. A **Production Information Sheet** must be filled out **completely** before any wardrobe leaves the premises. It must contain accurate billing information. We accept Purchase Orders from our established credit accounts, due Net 30 days. All past due invoices will incur a 10% late fee. Other companies must pay the full rental in advance plus a deposit. Payment must be made by cash, check, Visa or MasterCard.
2. Rental charges are based on a period of \_\_\_\_\_ weeks. Any wardrobe not returned at the end of the rental period will be subject to an additional charge. All wardrobe rentals that are not picked up or cancelled are subject to a re-stocking fee.
3. **“ON APPROVAL”** privileges for 24 hours will be charged at 25% of the rental price. **“ON APPROVAL”** over the weekend is negotiable. There is no **“ON APPROVAL”** privilege for hats, shoes or accessories.
4. Lost or Damaged wardrobe will be subject to repair/replacement charges. A **Certificate of Insurance** from the Production Company must be made out to UNITED COSTUME.
5. Alterations and/or repairs may not be done using iron-on tape, zig-zag machine stitch, stitch witchery, darning with a machine or any other similarity. Any use of these techniques will incur damage charges. Any article that is altered may need to be returned to its original condition or incur a restoration fee.
6. All wardrobe should be returned CLEAN. We recommend La Cienega Cleaners. A list of cleaners qualified to handle our special pieces is available upon request.  
  
**If the wardrobe is returned in an unacceptable condition because of the use of another cleaner, your company will be billed for cleaning and/or damages.**
7. No wardrobe may be used as **SAMPLES** and reproduced without prior approval.
8. Wardrobe put on **“HOLD”** will be stored at 10% of the original rental price per week.
9. **“RETURNS”** must be done properly. If the return is done improperly, you will be charged for our personnel’s time to do the return.
10. UNITED\* AMERICAN COSTUME must be kept informed of any personnel changes that affect the Designer or Supervisor position.
11. A service fee of 7% of the total rental will be added to all invoices for office and in-house costumer services. Alteration labor is \$40.00 per hour.
12. **NO SALES TAX WILL BE CHARGED ON RENTALS.**
13. United\*American Costume Co. shall be held harmless from and against any and all cost, claims, settlements, judgments and expenses arising out of or in connection with this agreement.