

DEBBIE'S COSTUME SHOP

RENTAL POLICIES

GENERAL POLICIES

1. Costume rental fees includes the clothing items that can be seen such as dress, skirt, pants, shirt, jackets, and vests. They also include corresponding accessories such as hats, gloves, stockings, aprons, shawls, hair pieces, wigs, and neckwear. Outerwear and props such as purses, fans, parasols, jewelry, and footwear may be rented at an additional fee.
2. Rental is charged by costume, not per actor. Some characters require several full costume changes and some just require a few pieces.
3. Depending on staff availability and budget, Debbie's Costume Shop can build custom costumes.
4. We cannot guarantee that any specific costume will be available in a particular size at a particular time, but we will do our best to provide a costume appropriate to the actor/character. We will let you know if there is something you may need to get elsewhere and advise you on alternatives.
5. Some specialty costumes such as beaded gowns, mascot costumes, etc. may cost more than a standard rental fee.
6. If your specific requests require us to construct new costumes (subject to time and availability) these may incur higher rental fees. Rental rates on non-stock costumes will be quoted on request.
7. If using a purchase order, please provide prior to taking costumes. You may mail, e-mail, or present the purchase order in person. Organizations that guarantee payment with a credit card may be charged a deposit when costumes leave our building, with the remainder billed on opening date.

MEASUREMENTS AND ALTERATIONS

1. Measurements may be taken on our measurement sheets which can be emailed to you.
2. If we are selecting costumes for you, we will pull costumes as close as possible to the measurements you provide, usually within 2" of measurements provided.
3. Some alterations may be necessary on your end. For example, you should expect to adjust hems. NEVER CUT OR GLUE A COSTUME. Special alterations to a garment may be made with approval.

CARE OF COSTUMES

1. Please refrain from eating, drinking, or smoking in costume, the use of stage blood or excessive makeup, and dance moves that are especially hard on costumes (such as knee slides). Skid marks and torn knees are not "normal wear and tear" and may result in full suit replacement charges. Please discuss solutions with us IN ADVANCE if you anticipate this situation.
2. Please powder all makeup thoroughly to avoid permanent costume staining. There may be an hourly charge if we need to scrub out excessive makeup, and a replacement fee may be charged if it cannot be removed.

3. The use of deodorant and undershirts is strongly recommended. Please do NOT use cologne, perfume, or after-shave when wearing costumes.

DAMAGE, LOSS, AND REPLACEMENT

1. All costumes remain the property of Debbie's Costume Shop. The producing organization agrees to pay replacement costs for any items lost or damaged beyond normal wear and tear. Replacement costs will be assessed based on replacement cost of materials, time, and labor.
2. Adjusted skirt and pant hems do not need to be removed. Cutting, irreversible alterations, unsatisfactory repair of rips or tears in fabric, burns, dyeing, painting, gluing, or stains may be considered permanent damage.
3. The use of sticky Velcro, duct tape, fusible hem products such as Stitch Witchery and Wonder Under, tape, and staples is prohibited.
4. If you choose to label individual garments or accessories with actor names, PLEASE REMOVE THESE LABELS before returning costumes to avoid a charge for us to remove them.

RETURNING COSTUMES AFTER THE SHOW

1. Costumes returned late are subject to additional rental charges. The costumes may have been reserved by another theatre, so it is important to get them back on time. An appointment is needed for returns. Please allow adequate time for the check-in process. If you choose not to wait while your show is checked in, you agree to accept the accuracy of DCS check-in.
2. Remove any tape or labels before returning costumes.
3. If it has been agreed upon that we will be doing the cleaning, sort all laundry items by color, white, hand wash, and dry clean (left on hangers). The costumes will be due by the end of the week following your show.
4. If you are bringing back costumes clean, you have 10 business days to return costumes.