

Rental Information

Design Principles: All Dressed Up hires trained costume designers who will provide the right costumes for your production, taking in consideration the overall production values, the age, social status, and personality of each character, as well the time period, season, and geographic requirements set forth by the script and the director of the show.

Completion: We provide the complete costume required for a scene. If that includes hat, gloves, and coat or cape, that will be included automatically in the full costume rental price. Other Accessories are subject to additional charges. The prices quoted in this plot reflect those items.

Quantity: We will costume your single lead, or the full show. Our costumers can pull together a designer look for your production by costuming the entire show, or we can provide a single costume to your specification. Our purpose is make your tech week as simple as possible, and to assist in keeping your budget under control.

Measurement Sheets: The measurement sheets are including in this package, but can also be downloaded from our web site, with measuring instructions. The more accurate the information you can give us, the better the costumes will fit. Complete information allows us to better visualize your actor and determine the appropriate look for that specific actor in his/her specific role.

Order Forms: An order form for your show is also included. The sooner you book your show, the sooner we can begin processing it. When we know a specific show will be costumed, we can plan which costumes are required and not allow them to be used on other productions or individual rentals. The sooner we have your measurements the soon we can begin pulling or building new items, to make your show as beautiful and/or authentic as we want it to be for you.

www.alldressedupcostumes.com



RENTAL INSTRUCTIONS

1. Prices quoted are for a maximum period of seven (7) days. We ship your costumes to arrive the Monday prior to your production, and required them to be returned to us (or shipped back out) on the Monday following your closing night. We will often ship to arrive earlier at our convenience to allow time for fittings and any corrections that might be required on larger productions or shows that are out of our one day UPS ship zone. This convenience is offered at our discretion and the availability of the costumes.
2. Costumes needed for longer than sever (7) days are charge an additional 50% for the second seven (7) day period, and an additional 25% for each additional seven (7) day period.
3. Prices are subject to change with a 60 day notice.
4. You are not charged rental while costumes are in transit.
5. Shipping Charges both way are in addition to the rental fees.
6. We ship UPS and will provide return labels for each of the boxes shipped to you.
7. All Costumes are tagged and bagged individually, and should be returned to us in the same fashion to all us to check in the costumes quickly and properly. We can quickly tell you if any costumes are missing and from which character.
8. A purchase order or signed letter of authorization from an official of your organization must accompany your order if the order is being charged to an open account.
9. If you do not have a purchase order or signed letter, the invoice must be paid in full prior to the costumes being picked up or shipped.
10. Include a copy of the costume plot with notations as to which costumes you will be renting and any specific needs which may not be indicated on our standard costume plot.
11. Please FAX or Email the orders to us. This is efficient and accurate.
12. Certain Costumes are not discountable. These, if any, are noted on the costume plot.
13. We appreciate being added to your program. We can supply a camera ready ¼ page camera ready ad. A simple line in the program “Costumes by All Dressed Up” is also appreciated.
14. Plus sizes are subject to an additional charge.

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COSTUME RENTAL ORDER FORM

PRODUCTION INFORMTION: PAYMENT INFORMATION:

Show Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Check Enclosed

Dress Rehearsal Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_PO Number #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_CREDIT CARD PAYMENT

Date Needed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick Up (after 3pm)\_\_\_\_\_\_ Ship to Customer\_\_\_\_\_ Card Type: Visa\_\_\_MC\_\_\_AX\_\_\_

Return Ship Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Orders will be cash or C.O.D. except to established All Dressed Up Costumes in good standing or educational and governmental organizations submitting purchase orders.

BILL TO: SHIP TO: (if different from bill to address)

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Optional Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TERMS OF RENTAL

Please send the costumes listed on the attached pages of the costume plot. I hereby agree to return in good condition, on the date noted on this contract, the costumes and materials I have rented. I also agree to pay for all goods lost, destroyed or damaged; to pay shipping charges both ways (if shipped), and to return the costumes immediately following the final use or to pay additional charges. I understand that the prices quoted for costumes used in stage production apply to a maximum rental period of seven days; each additional week or part thereof is charged at an extended rate, as stipulated in the theatrical rental package.

 I understand that the prices quoted on the costumes for other uses apply to a maximums period of three days; each additional three day period or part thereof is half the original quoted price. I have read and agree to the rental instructions and the above terms.

 Authorized Signature ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_