



Rental Agreement

Costume

Set

Properties

DATE: _____

This rental agreement as a legal contract between Children's Musical Theatre of Bartlesville and the undersigned parties.

All rental agreements and security deposits (when applicable) must be paid for in advance. Security checks will be held without deposit and returned when all goods are returned and in good condition. All shipping and handling and cleaning fees are incurred by rental party.

There will be a late charge for items added on 2 weeks prior to pickup or shipment. \$ _____ per costume or set piece, props

Company or Individual Name: _____

If Company, Contact Person Name: _____

Address: _____

Phone: _____

Email: _____

Rental Contract Information:

Rental Amount + Shipping and handling: _____

Security Deposit: _____

Replacement value if goods are damaged: _____

Security Agreement:

I understand that in renting or borrowing the above (or attached list) described costumes, sets and/or properties, I am to return it (them) clean and in good repair by the agreed upon date, or will be charged the full fair replacement cost listed to CMT for the replacement of the items.

Please sign and return one copy of this agreement to the address listed below and keep one for your records.

SIGNATURE: _____

Rental Contact Name: _____

Pick Up Date: _____

Return Date: _____

Payment Details:
Rental & Shipping: Amt _____ Check # _____
Security Deposit: Amt _____ Check # _____
Credit Card: CC# _____
Exp Date _____ CSV# _____
Name on card _____
Billing Add. _____
Phone _____

Children's Musical Theatre of Bartlesville
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918-336-0558 info@cmtontstage.com
Visit our website at: www.cmtontstage.com



- Costumes may be altered by hand-sewing only. Absolutely NO hot glue or sticky Velco® may be used on CMT costumes!!
- Renter is responsible for returning costumes laundered or dry-cleaned according to instructions provided and on original hangers with rental tags attached.
- Rental does not including shipping, handing or loading/unloading. Renter needs to arrive with a vehicle(s) that are compatible with CMT's loading dock facility (see photos) and man-power for completing the load and unload of those vehicles.

List each item and the rental amount per item below:

	ITEM	RENTAL AMOUNT
<u>Costume/wig rental:</u>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Additional costumes listed on back.

<u>Set piece rental:</u>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Additional set pieces listed on back

<u>Props rental:</u>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Additional props listed on back.