

## Costume Rental Policies

### PAYMENT:

Payment In full (in addition to the deposit) must be made 2 weeks prior to shipment of costumes. Accepted payment methods include cashier's check, money order, company check. Purchase Orders from schools are also accepted with prior approval. Personal checks are accepted however your order will not be processed until the check clears through your financial institution. Payment includes rental and usual cleaning charges.

### DEPOSIT:

A refundable deposit of one-half ( $\frac{1}{2}$ ) the amount of the full rental must be submitted prior to shipment of costumes. This deposit will be refunded, less shipping costs and payment for costume damages upon return of the costume order. An additional deposit may be necessary for specialty costumes.

### ORDERING TIME:

Please allow us at least 20 days to put your show together - between the time you order the show and when it must be shipped to meet your dress rehearsal and performance dates. A contract, rental order form and payment terms will secure you costumes for your show dates. Before ordering, please verify availability with us for your specific dates.

### RUSH CHARGE:

Show requests received with less than 10 days between ordering and shipping times are subject to a 'rush service' charge of \$50.00.

### RENTAL TERM:

Rental fees are based on a 7-day rental – the amount of days that the costumes are in your possession. An additional week is considered 1-7 days beyond the original 7-day period. To avoid being charged for an extra week, your return shipment must be postmarked on or before the 8<sup>th</sup> day after you receive the costumes.

### ALTERATIONS AND REPAIRS:

Minor alterations are permitted with basting stitches only. A charge for any damage due to improper alteration methods will be deducted from the deposit. Some costumes can be custom-made in your size for an additional \$20.00 per costume charge. The costumes remain the property of 4C Drama Company.

Minor repairs may be done, in a manner that will not alter the original look and quality of the garment. For extensive repairs contact us. A charge for any damage due to improper repair methods will be deducted from the deposit.

### CLEANING:

All costumes are to be returned **WITHOUT** cleaning or laundering. If cleaning or laundering is necessary during the run of the show, contact us for instructions. Costumes are not to be dried in a dryer. A charge for any damage due to improper cleaning or laundering will be deducted from the deposit.

### SHIPPING:

All costumes will be shipped UPS Ground service, unless otherwise instructed; or unless another method is necessary for time purposes. Shipping costs will be deducted from the deposit amount. All shipping costs for the return of items will be paid by customer to the shipping carrier at time of return. The costumes are to be insured for return shipping; the amount of this will be noted on the packing slip in your order. Your return shipment must be returned in the original 4c Drama shipping containers and postmarked on or before the return shipping date listed on the rental contract. Return shipping labels and cable ties for the container lids will be provided. Email tracking numbers to us at [4cdrama@gmail.com](mailto:4cdrama@gmail.com)

### CONTACT INFORMATION:

For any questions or concerns please contact us by email at [4cdrama@gmail.com](mailto:4cdrama@gmail.com) or by phone at 812-664-5599.