



## Rental Agreement

email to [michelle@thecostumecloset.com](mailto:michelle@thecostumecloset.com) or fax to 1-866-780-7581

***Regardless of your method of payment, costume orders will not be considered final and/or reserved until this agreement is completed, signed and submitted to The Costume Closet. A credit card MUST be on file as a form of security deposit to finalize and reserve the order.***

1. Rental costumes are due back to The Costume Closet by return date listed on invoice. A fee of \$1.00/day/costume will be charged for all late costumes. The Costume Closet has full authority to charge the card on file.
2. Payment is due within seven days of invoice. You may pay with school check, credit card, or school purchase order. Failure to do so may result in cancellation of order.
3. The replacement cost for lost or destroyed costumes is three times the rental fee. Paid rental fees do not apply toward replacement cost. The Costume Closet has full authority to charge the card on file.
4. Costumes are sent in the best possible condition; however, costumes are used and may have small imperfections that do not affect the integrity of the performance. The renter agrees to accept the costumes on an "as is" basis.
5. The Costume Closet will do its best to accommodate size requests, but some small adjustments may be made.
6. Costumes are to be returned to The Costume Closet washed in cold water, gentle cycle and hung to dry, unless customer decides to pay The Costume Closet to clean them. Any alterations made to the costume, such as pinning or light tacking / hemming, must be removed before returning to The Costume Closet.
7. Renter agrees to pay all shipping and handling costs.
8. In the event you are dissatisfied with your costumes, you may return them within seven days of receiving them for store credit only, less a 10% restocking fee

TheCostumeCloset.com ● (972) 400-1282

Shipping Address for **Rental Returns**: 705 N. Bowser Rd., Ste 108, Richardson, TX 75081

Billing Address for **Sending Payments**: 173 Boddie Rd., Sherman, TX 75090

**CREDIT CARD FOR SECURITY DEPOSIT – We need this included on this form if paying via:**

- Payment with a school purchase order
- Mailing Booster Club / School Check
- The order purchase credit card will be different than the security deposit credit card

*Type of credit card*

\_\_\_ Visa/MasterCard

\_\_\_ American Express

\_\_\_ Discover

\_\_\_ Use the credit card submitted with my order *(if we already have this info, you do not need to fill out the fields below – NOTE: we do not collect credit card info online, so if you are not sure we have your payment info, go ahead add it below.)*

Credit card # \_\_\_\_\_

Expiration date \_\_\_\_\_

CVC (3 or 4 digit security code found on back of card): \_\_\_\_\_

Name on credit card \_\_\_\_\_

Billing address of card \_\_\_\_\_

\_\_\_\_\_

**I agree to the rental terms and conditions above,** and understand that the credit card given as a security deposit may be charged if the primary form of payment fails for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
School/Group/Organization Name

Invoice / Order # \_\_\_\_\_

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