

The NWU Costume Library

costume & props rentals
Nebraska Wesleyan University

Terms and Conditions of Rental:

1. Costumes and props are due on the arranged Due Date.

All rented items must be returned to The NWU Costume Library **DURING BUSINESS HOURS ONLY** on or before the arranged due date and **MUST be checked in by a Costume Librarian to be considered returned.** Any items not returned during business hours by the due date, not returned to the NWU Costume Library, and/or not checked in by a Costume Librarian will result in a 20% late fee of the original order total. If the items are not returned within 4 weeks of the specified due date, the renter will be responsible for the **full replacement value** of the items.

2. You must contact The NWU Costume Library to receive an extension on rented items.

The renter may receive an extension on the rental if they are unable to return the items by the due date. The renter must contact The NWU Costume Library (402-465-2390 or costumelibrary@nebrwesleyan.edu) **ON or BEFORE** the due date for an extension. There is no charge for an extension if the items are returned by the new due date. If the rental is not returned by the new due date, the renter will lose their deposit and will be subject to the terms in section 1.

3. Costumes and Props are to be returned in original condition.

Costumes must be returned in the same condition in which they were rented. Any alterations must be temporary and be removed before costumes are returned, and no pieces may be distressed or permanently altered without written permission of the Costume Library Manager. This includes any alterations which you may feel are improving the costume. Items not returned in original condition will result in additional charges, including, but not limited to, retention of deposit. Alterations which constitute permanent damage will result in a fee equaling full replacement value of the costume(s) and loss of deposit. Adhesive tape of any kind is strictly prohibited, and costumes returned with tape or adhesive marks will incur damage charges.

4. Care and Maintenance.

Under no circumstances can smoking, eating, or drinking be allowed while in costume. The use of deodorants must be enforced and undershirts are encouraged whenever possible. Knee slides are not to be done in costume. Any damage to an ensemble due to knee slides (including rips, tears, burn marks, discoloration, staining, etc) will incur a replacement value charge.

5. Rental Fee includes cleaning of the rented items upon return.

Dry cleaning of the rented item(s) is included in the rental fee. However, costumes returned with heavy makeup stains or other stains may require special cleaning and, in such cases, a charge for special cleaning will be assessed. Stains that cannot be removed will constitute permanent damage and the renter will be responsible for the full replacement value of the item(s).

6. Rush Order Fee

A 15% rush order fee will be added to the order total for any rentals requested less than 10 business days in advance.

I have read the above and accept these terms and conditions.

Customer Signature

Date