

The Sterling Playmakers Costume and Prop Rental Policies

1. **Costumes** are rented per week at the base cost for the first week with an additional amount per week it is rented:
 - Suits, Dresses, & Outerware - \$10 plus \$5 per additional week
 - Shirts, Blouses, Skirts, Pants, Children's Items, Hats - \$5 plus \$5 per additional week
 - Shoes - \$7 plus \$3 per additional week
 - Accessories (jewelry, gloves, aprons, belts, ties, etc.) - \$2 plus \$3 per additional week
 - Specialty Pieces and vintage items fee determined on a case-by-case basis
2. **Props** are rented per week at the base cost for the first week with an additional amount per week it is rented:
 - Large Props - \$10 plus \$5 per additional week
 - Small Props - \$5 plus \$3 per additional week
3. **A deposit of \$50 is required at the time of the rental pick up.** Full payment for the items will be due when they are returned, or upon the presentation of an Invoice from The Sterling Playmakers to the renting organization. All checks should be made out to The Sterling Playmakers.
4. Costumes or props may be released for approval/fitting (at no additional cost) for no more than 7 days. On the eighth day after the pick-up date, the item is considered rented until returned, unless other arrangements are made at the discretion of The Sterling Playmakers.
5. The renting organization shall give credit to The Sterling Playmakers in any performance program with the specific wording of: "Thanks to the Sterling Playmakers for ____ (costumes and/or props as appropriate) ____."
6. A return date for the items rented will be established at the time of the rental pick-up. Extensions are at the discretion of The Sterling Playmakers and must be requested prior to the date originally set for the return.
7. If the renter/renting organization is ready to return items, but The Sterling Playmakers cause a delay past the agreed-upon return date, or such earlier date as the renter is ready to return the items, no further charges will be added.
8. All rented costumes must be dry cleaned before being returned. The time necessary for the dry cleaning is part of the rental period.
9. Discounts are offered to public schools and nonprofit organizations at the discretion of The Sterling Playmakers.
10. Failure to return costumes or props at the agreed-upon return date, may result in the loss of the deposit or reduction of any discount offered. Extreme cases of delay may result the loss of future renting privileges. Failure to promptly pay a final invoice for rental may also result in the loss of renting privileges.
11. Altering costumes, or major changes to props, must be approved by a Sterling Playmakers representative prior to the change and should be reversible unless agreed-to in writing (including email) by a Sterling Playmakers representative.