



# Costume Use Agreement

**SECURITY:** Costumes must be kept in a secure area at all times to ensure their safety.

**RESTRICTIONS:** Smoking, eating, and drinking (other than water) in or around costume items is *strictly prohibited*. Stage blood or other such theatrical effects may not be used except with prior approval. Perfumes and colognes should be avoided while in costume.

**LAUNDERING:** All costume items must be returned clean; either professionally dry-cleaned or laundered according to garment care instructions. Proof of dry-cleaning, in form of receipt, must be presented if such items were borrowed. Any special directions regarding laundering will be determined at time of loan.

**ALTERATIONS/MAINTENANCE:** Costumes may not be cut, glued, dyed or altered permanently in any way. All costumes must be returned in good condition.

**RETURNS:** All items must be returned to GREAT Theatre on or before the date specified on the *Costume Loan Contract* (usually within two weeks of production ). A return appointment with Costume Staff is required in order to check in your loan. After all items are successfully checked in by GREAT Costume Staff, without loss or damage, your deposit will be returned to you, and your loan will be considered closed.

**DAMAGED/LOST ITEMS:** The individual signing the *Costume Loan Contract* agrees that in the case of lost or damaged items, the damage deposit collected at time of loan may be used to reimburse the Costume Shop for the full replacement value of the item(s), as determined by GREAT Theatre. If the full replacement value for lost or damaged items is greater than the damage deposit amount, additional payment may be required. "In kind" replacement of lost or damaged costumes can be negotiated at the discretion of the Costume Shop.

**ACKNOWLEDGEMENT:** GREAT Theatre requests acknowledgement in your program or curtain speech. (i.e. "*Special thanks to GREAT Theatre for the use of their costumes*"... "[*item named here*] *provided by GREAT Theatre*...")



Deposit Amount: \_\_\_\_\_

Check no. \_\_\_\_\_

# Costume Loan Contract

Organization: \_\_\_\_\_

Contact 1: \_\_\_\_\_

Contact 2: \_\_\_\_\_

Production Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Production Date(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**LOANED ITEMS:** Please include quantity and a brief description (see example). Small boxes for staff use only.

X	Item (i.e. 4 blue skirts, long, A-line, cotton floral,...)		

Check Here for Additional Page of Items: \_\_\_\_\_

**\*ALL ITEMS TO BE RETURNED BY** (2 weeks after production closes): \_\_\_\_\_

\*Please email [Jessica@GreatTheatre.org](mailto:Jessica@GreatTheatre.org) to set up a return appointment.

**SPECIAL DIRECTIONS:**

I have read and agree to the terms and conditions of *GREAT's Costume Use Agreement*, as well as any Special Directions listed above.

**Borrower Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I have reviewed and approved all listed items for loan, as well as any Special Directions listed above.

**GREAT Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_