



126 S. 8<sup>th</sup> Street St. Joseph, MO 64501 (816) 232-1778  
<http://www.rrtstjoe.org> [info@rrtstjoe.org](mailto:info@rrtstjoe.org)

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## **COSTUME RENTAL TERMS AND CONDITIONS**

**Reservation:** We recommend that you reserve items as early as possible to ensure availability. We collect a deposit as well in order to hold the time slot and assure your intent. Have **ACCURATE** Measurements.

MEN: Chest/Coat Size, Waist, Inseam/Out seam, Neck & Sleeve, Head/Hat

WOMEN: Bust, Waist, Hip, and Waist to Floor

**Length of rental:** The standard rental is for a minimum of one week with discount available for long-term rental.

**Deposit:** A deposit of 50% of the total rental cost is generally taken at the time of rental. Part, or all, of the security deposit will be used to cover the event of damage or improper care.

**Condition and damage:** Rental agrees to return all costumes or properties in the condition in which they were received. Damage is considered to have occurred by: tearing, burning, cutting, excessive make-up, removal of buttons, medallions, badges or other kinds of trim or material. It is understood that the costumes are expensive and should be handled by responsible personnel. It is a rare occurrence but if items are damaged due to abuse or large tears the customer will be invoiced for the repair cost or for replacement cost.

**Pick-up:** All items may be pick-up and returned at our office in St Joseph, MO by **appointment only**. We need to know who will receive the order and the exact time of pick-up. This person is also responsible for returning the order back to our company by the same means as he/she received the order.

**Shipping:** All items are shipped from our offices in St Joseph, MO via Ups or Federal express. We need to know who will receive the order and the exact address where they will accept the order. This person is also responsible for returning the order back to our company by the same package as he/she received the order. We cannot ship to a post office box. Rental will pay shipping both ways. Any costume articles shipped in separate boxes must be returned in the same manner.

**Cancellation:** A reservation may be canceled up to 10 days to the scheduled shipment date. Items cancelled less than 10 days prior to scheduled shipment date will invoice 50% security deposit to cover the cost of preparing the item for shipment.

**Late returns:** The term of the rental contract allows time for the equipment to be shipped for your event and returned to us. Since other customer may need the items for their event, prompt. If for any reason the products are not returned to our company as agreed to in the rental contract you will be invoiced \$50.00 for the first day late and 20% of the total order for each day thereafter until received.

**Payment for prop rent:** In order to hold your props, we require a non-refundable prepayment and signed contract. The balance of your rental contract must be paid in full at least 10 days prior to the date of shipment/pick-up in order to preserve your firm reservation. We accept reservation payment by check or money order.

**Payment for costume rental:** The balance of your rental contract must be paid in full at least 7 days prior to the date of shipment/pick-up in order to preserve your firm reservation. We accept check or money order you may send to:

ROBIDOUX RESIDENT THEATRE  
COSTUME RENTALS  
126 South 8<sup>th</sup> Street, St Joseph MO 64501



ROBIDOUX  
RESIDENT  
THEATRE

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## CARE OF COSTUMES AND PROPS

### **Before Costumes Arrive**

One person should be in charge of ordering the costumes. This is usually the director or costumer. A responsible, well-organized person should be chosen to supervise the actual use of the costumes. This may be the costumer or a **wardrobe supervisor**.

### **When Costumes Arrive**

The costumer or wardrobe supervisor and staff unpack costumes and hang them on racks.

The costumer's packet found with the shipped costumes is opened and read completely.

The Director inspects the costumes to see that they are what they intended.

Make sure all costumes and pieces are there.

If anything is missing call IMMEDIATELY.

Save boxes to ship back.

The costumer then checks the costume against the packing list.

### **During the Shows Run**

At the end of each rehearsal and performance, each actor is expected to hang their costume and its accessories.

Any repairs needed may be done according to the care sheet included in the costumer's packet.

### **Returning the Costumes**

At the end of the run, the actor is expected to return the costume to the costumer or wardrobe supervisor. It is recommended that the costumes be turned in and checked off immediately after the last performance (This discourages the temptation to keep a costume part as a souvenir.) If there is a piece missing, it is easier to find immediately after the show.

As a costume is turned in, the original list should be replaced, the costumes bagged, and then placed in its original shipping box. The boxes (when full and no pieces found missing) should be taped and readied for return via UPS.



### CONTUME RENTAL PRICE LIST

<b>Full Costume for one actor including accessories (Wigs, Hats, Jewelry, shawls, ties, suspenders and Misc.)</b>	10.00
<b>PRICES FOR ADDITIONAL ITEMS</b>	
<b>2pc. Or 3pc. Suit</b>	10.00
<b>Dress</b>	10.00
<b>Uniform</b>	10.00
<b>Winter Coats/Furs</b>	10.00
<b>Pants</b>	5.00
<b>Shirt/Blouse</b>	5.00
<b>Skirt</b>	5.00
<b>Suit Jacket Only</b>	5.00
<b>Vest</b>	5.00
<b>Jewelry</b>	2.50
<b>Military Accessories</b>	2.50
<b>Misc.</b>	2.50
<b>Wigs/Hats</b>	2.50

Process time is considered from day we receive your entire set of measurements plus details on what costumes your production requires, to the date we ship your costumes, or the date you pick up your costume order. We reserve the right to charge an "Over-time" pulling fee for late measurements or changes in your order we receive after the required date. (\$5.00 per costume)

Shipping is an additional charge. It is extremely difficult to quote exact shipping until the show is packed. You are charged the UPS shipping fee to and from your location. Prices quoted are from Monday to Monday unless otherwise arranged with us in advance.

**The prices listed are for weekly basis.**



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## MEASUREMENT GUIDE

**IMPORTANT:** All costumes are altered to be the measurements, which you provide. An error made in measurements will create a poorly fitted costume.

Please have the following measurements **BEFORE** calling and placing your costume rental order.

### Mens Measurements:

Chest- Taken around greatest fullness of chest

Waist: Taken at natural waistline

Inseam: Taken from crotch to desired trouser length with shoes on

Out seam: Taken from natural waistline to desired trouser length with shoes on

Neck: Taken around base of neck (example 16").

### MEN'S SHIRT SIZES

	NECK	SLEEVE
S	14-14 1/2	33
M	15-15 1/2	33
MT	15-15 1/2	35
L	16-16 1/2	34
LT	16-16 1/2	36
XL	17-17 1/2	35
XLT	17-17 1/2	37
2XL	18-18 1/2	36
2XLT	18-18 1/2	37
3XL	19-19 1/2	36
3XLT	19-19 1/2	38
4XLT	20-20 1/2	38

Sleeve: Taken from base of neck across shoulder to wrist with bent arm (ex.34")

Hat: Measure around head above ears (give hat size if known)

### Women Measurements:

Bust: Taken around greatest fullness

Waist: Taken at natural waistline

Hips: Taken at widest section across rump

Waist-Ankle: taken from natural waistline to ankle





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**MENS MEASUREMENTS**

Chest-Taken around greatest fullness of chest.

Waist-taken at natural waistline.

Inseam-taken from crotch to desired trouser length with stage shoes.

Out seam-taken from natural waistline to desired trouser length with stage shoes.

Neck-taken around base of neck (ex.15 1/2").

Sleeve-taken from base of neck across shoulder to wrist (ex. 34").

Hat-measure around head above ears. (Give hat size if known).

No.	Name of Person	Name of Character	Bust	Waist	Hips	Neck-Waist	Waist-Ankle	Waist-Knee	Height
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

**By signing below, you agree to Robidoux Resident Theatre's  
 Costume Rental Terms and Conditions.**

Authorized Signature	
Printed Name	
Date	/ /