



ROBIDOUX
RESIDENT
THEATRE

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

SET AND PROP 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.

Length of rental: The length of time for rental of set and prop pieces will be determined for individual agreements.

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 properties in the condition in which they were received (other than paint color in the case of flats and set pieces). Damage is considered to have occurred by: tearing, burning, cutting, breakage. It is understood that the properties 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 renter will be invoiced for the repair cost or for replacement cost.

Pick-up: All items are to be picked up and returned at our storage area in St Joseph, MO by appointment only. No items will be shipped. 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 storage area.

Cancellation: A reservation may be canceled up to 10 days to the scheduled pick-up date.

Late returns: The term of the rental contract allows time for the equipment to be incorporated into your set at a reasonable time prior to your production and returned to us. 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 rental: 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 pick-up in order to preserve your firm reservation. We accept reservation payment by check or money order.

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

ROBIDOUX RESIDENT THEATRE
SET/PROP RENTALS
126 South 8th Street, St Joseph MO 64501



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CARE OF SET AND PROPS

Before Set/Props are Picked Up

One person should be in charge of ordering the properties. This is usually the director, technical director or stage manager. A responsible, well-organized person should be chosen to supervise the actual use of the properties. This may be the stage manager or technical director

During Pickup

The Director or designee inspects the properties to see that they are what they intended.

Make sure all pieces are there.

If anything is missing call IMMEDIATELY.

Returning the Set/Props

At the end of the run, the renter is responsible for returning all properties. It is recommended that the properties be turned in and checked off immediately after the last performance (This discourages the temptation to keep a prop as a souvenir.) If there is a piece missing, it is easier to find immediately after the show. As a prop is turned in, the original list should be replaced and the prop repackaged in its original box. The properties should be returned to the RRT storage area.



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SET AND PROP RENTAL APROX PRICE LIST

Flat	\$20.00
Platform	\$40.00
Door	\$10.00
Small steps	\$10.00
Large steps	\$20.00
Banisters (per section)	\$10.00
Sofa	\$20.00
Chair	\$10.00
Fireplace	\$40.00
Miscellaneous	\$10.00

Prop prices will vary from \$5.00 up to \$50.00 depending on the rarity and fragility of the item.

Process time is considered from day we receive your entire order to the date we process your order, or the date you pick up your order. We reserve the right to charge an "Over-time" pulling fee for late orders or changes in your order we receive after the required date. (\$10.00 per order)

The renter is responsible for transport of the set pieces and props to their facility.

Please fill out the Quote Request form to get an exact price for your production.



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QUOTE REQUEST FORM					
Theatre/School					
Contact Person					
Address					
City		State		Zip	
Phone	() -	E-Mail			
Show Title					
Show Dates	/ / - / /				

No.	Set/Prop Piece Description	Quantity
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 Set/Prop Rental Terms and Conditions.	
Authorized Signature	
Printed Name	
Date	/ /