



**COSTUME COLLECTION  
RENTAL PROGRAM**

34-12 36th Street  
Lower Level, Suite 1  
Astoria, NY 11106

T:212.989.5855  
F:212.206.0922  
costume@tdf.org  
tdf.org

**Non-Profit Letter of Agreement**

Date: \_\_\_\_\_

Staff Only - Letter of Agreement # \_\_\_\_\_

**Company Information (Required)**

Company name: \_\_\_\_\_

Billing address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Authorized Designer/Renter Name (Required)**

Must be aged 18 or over. You may authorize up to three people. At least one person listed must be present when The Company is working at The Collection. If a pulling service, list the persons making decisions on the rented garments.

	Name	Phone	Email address
1			
2			
3			

**Production Information (Required)**

Title of production: \_\_\_\_\_

Type of project (Please check one):  Play  Musical  Opera  Dance  Film  Photoshoot  Event  Other

Seating capacity category (if a live performance with audience):  0-149  150-299  300-499  500 & Over/Film/Event/Photo

1<sup>st</sup> Preview (if applicable): \_\_\_/\_\_\_/\_\_\_ Opening date/1<sup>st</sup> shoot with costumes: \_\_\_/\_\_\_/\_\_\_ Final performance/shoot date: \_\_\_/\_\_\_/\_\_\_

*Please continue to second page*

Staff Use Only

Regular: _____ weeks @ \$ _____ Special: _____ weeks @ \$ _____ Dry Cleaning @ \$ _____/lb. <b>FINAL RETURN DATE:</b> ___/___/___	Exchanges:	Returns:
	___/___/___ x ___ ___/___/___ x ___	___/___/___ x ___ ___/___/___ x ___
	___/___/___ x ___ ___/___/___ x ___	___/___/___ x ___ ___/___/___ x ___
	___/___/___ x ___ ___/___/___ x ___	___/___/___ x ___ ___/___/___ x ___
	___/___/___ x ___ ___/___/___ x ___	___/___/___ x ___ ___/___/___ x ___
		<b>COMPLETE:</b> ___/___/___ x ___

Staff Use Only

This letter will constitute an agreement between TDF, INC., as administrator of the TDF Costume Collection Rental Program (THE COLLECTION) and (THE COMPANY) for the rental of costumes for the above named production. The selection of all costumes from THE COLLECTION shall be made solely by THE COMPANY's authorized representative (Authorized designer as listed on the front of this agreement) under the supervision of THE COLLECTIONS's staff and subject to THE COLLECTION's approval. THE COMPANY agrees to indemnify and hold harmless THE COLLECTION in the event that THE COMPANY has misrepresented its eligibility to rent from THE COLLECTION. THE COMPANY further agrees that THE COLLECTION shall not be liable for any injury, loss or damage to THE COMPANY or its agents and employees who may enter THE COLLECTIONS's facilities.

**1. NOT-FOR-PROFIT:** THE COMPANY shall provide to THE COLLECTION a copy of its IRS paperwork of not-for-profit status (example 501-C-3, ST-119, etc.) prior to performing any work at THE COLLECTION under this LoA. Tax-exempt letters do not necessarily prove not-for-profit status.

**2. TERMS OF PAYMENT:** Payment in full is required prior to shipment or removal of costumes from the premises. Payment may be made by cash, Visa, Master Card, AMEX, or check payable to TDF, INC. We also accept qualified purchase orders. **Once costumes are rented, there are no refunds or rental credits of any kind for unused costumes.**

**3. PENALTIES FOR LATE RETURNS (NON-PROFIT):** All costumes kept on hold in the warehouse must be restocked by The Company's representative on or before the opening date as listed on the first page of this agreement, or will be subject to a restock fee of \$1.00 per item, with a minimum charge of \$10.00. All rented costumes are due back at The Collection on or before the return date, which is ten (10) days after the final performance as listed on the first page of this agreement. If any costumes are returned after this date, The Company will be charged \$15.00 for each Regular Stock costume, \$25.00 for each Special Stock costume and \$3.00 for each accessory item, for each week, or any portion thereof, past the return date until the costumes are returned to The Collection.

**4. BILLING:** The Company shall pay The Collection, within thirty (30) business days of the invoice date for any additional charges, including, but not limited to extending the rental, dry cleaning, shipping charges, and any damage done to the costumes. Interest shall be paid by The Company as charged by The Collection in the case of late payment of any invoice.

**5. ALTERATIONS:** Costumes are rented AS-IS. All alterations to the costumes shall be made at the sole expense of The Company and in such a way that the costumes may easily be restored to their original condition prior to being returned to The Collection. **In no case may a costume be cut or treated with glue, paint, dye, stage blood, or distressing agents.**

**6. CARE OF GARMENTS:** The Company will, with respect to the costumes entrusted to it under this agreement, exercise the highest degree of care for the safekeeping and preservation of the costumes rented from The Collection. The Company agrees that all costumes not returned by the first performance date as listed on the first page of this agreement shall be **professionally dry cleaned** at The Company's expense regardless of whether they have been used or not, and that all costumes will be maintained and returned to The Collection in good condition. The Company must provide a copy of the dry cleaning receipt within three (3) days of the rental return of the costumes, otherwise the costumes will be sent to our dry cleaner and costs billed to The Company. **All replacement, damage, and late fees are the responsibility of The Company.** There will be a \$10 per half hour (or portion of) labor charge for costume returns that need work beyond the scope of check in and dry cleaning, at the discretion of the management.

**7. SHIPPING AND INSURANCE:** The Company is solely responsible for the pick-up and return of all costumes to and from TDF Costume Collection Rental Program, 34-12 36<sup>th</sup> Street, Lower Level Suite 1, Astoria, NY 11106, and for all related expenses. When the costumes are being shipped they shall be shipped prepaid and insured for \$100.00 per costume to a minimum of \$1,000.00 per carton.

**8. CREDIT:** The Company shall state in its production program: "The Producers wish to thank the TDF Costume Collection Rental Program for its assistance in this production."

By signing below, the person financially responsible for The Company as listed on the first page of this agreement authorizes the person(s) listed as Designer/Renter to rent costumes on The Company's behalf. No other person(s) shall be authorized unless permission is granted in writing by the below signed. Further, The Company agrees to abide by the terms of the agreement. Any changes to the information on the first page of this agreement must be made in writing by the below signed. It is also understood that the person signing this agreement has legal authority to enter into contract on behalf of The Company as listed on the first page of the agreement. If any information is found to be untrue (including the authorization of the below signed) the contract will be considered null and void and any costumes in the possession of The Company will be immediately returned without refund.

SIGNATURE (AGREED AND ACCEPTED): \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



## COSTUME COLLECTION RENTAL PROGRAM

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# Non-Profit Pulling Services Guidelines and Designer Agreement

Company Name: \_\_\_\_\_

Staff Only - Letter of Agreement # \_\_\_\_\_

If you cannot come in to pull costumes yourself, our pulling services might be for you! Simply provide us with your costume plot, sizing, and specifications, we will custom pull the costumes for you for an additional fee on top of the regular rental rates. We are not able to provide “packages” or predetermined plots for a production. Since the costumes are all pulled to your ideas, research, sketches and plot, this service is ideal for those seeking to create a unique design.

Everything is pulled to your specifications, so it does take time to pull. While we may be able to fill your request if it is on a shorter time frame, we request that for larger costume requests (8 costumes and above) that we are contacted a *minimum* of 6 weeks prior to your opening date to *discuss* your needs and get paperwork in order. We ask that for smaller orders, please contact us as soon as you can to discuss your needs and deadlines. Pulling services are scheduled based on the availability of the staff designer on a first come, first serve basis, so it depends on the needs of your production and the staff designer pull schedule.

Please be advised that the TDF Costume Collection Rental Program does not offer alterations services. If your costume department does not have the capabilities to perform alterations, then we will pull as closely as possible to size. While our warehouse holds approximately 80,000 pieces available for rental, we still cannot guarantee we will have everything you require. We do not carry wigs or jewelry in our warehouse, and we are unable to provide footwear or hosiery with our pulling service orders.

### Guidelines

- Before submitting paperwork, please call 212.989.5855 ext. 212 or email joanneh@tdf.org to discuss your specific requirements and staff availability with Joanne Haas, Associate Director.
- After discussing your needs and timeline with the associate director, fax or email the non-profit paperwork (first time customers only) and completed Letter of Agreement to 212.206.0922 or costume@tdf.org. If your company has rented from us in the past, we need a new Letter of Agreement provided for this production. Also download and complete all applicable forms (measurement sheets, costume plot, etc.) and submit them to us. An example costume plot is available on our website to assist you in this process as well as information on how to take measurements. Please be sure to list each costume you need us to pull including all the necessary pieces required to create the look you desire. In fairness to other customers that we are working with and the designer pull schedule, once we receive the costume plot, we may not be able to add onto or adjust your pull.
- We will need visual guides as to what types of costumes you need in the form of sketches or research for each look. This visual research can be emailed to us or sent in a file sharing system (such as Dropbox). Images are not clear via fax. The staff designer may or may not be familiar with the production. *The staff designer will not be reading the script for the production, therefore the paperwork/research must clearly detail the needs of the production.* Assume we know nothing about your show. Also, we will need to know at this time the capabilities of your shop to perform alterations. If there are questions in regard to the pull, the staff designer will call or email the contact person on the Letter of Agreement listed as the Authorized Designer.
- Decide how you would like to pay and begin that process. A credit card authorization form can be downloaded and submitted to us via fax or you can call a credit card number in to us. Payment in full is required prior to shipment of any costumes from the Collection, so if you are paying by check, please plan accordingly.
- Email or call us to confirm everything is in order and go over any paperwork you've submitted to us.
- The staff designer will pull to your specifications. Once the looks are pulled, the staff designer will photograph the looks for your approval and detail any issues there are with the costumes. All of our costumes are “As-Is”. If you choose something that is in need of repair or alteration (when detailed by staff designer), if you choose to rent it and not use it, there are *no refunds*.
- Minor alterations are allowed on our garments. Examples include changing buttons, hemming pants, and taking in a seat of a pair of pants. Small alterations are allowed as long as you do not damage the garment, and the garment can be restored to the form as originally rented. ***No costume may be cut, painted, treated with glue, dyed, or treated with stage blood or distressing agents.*** Costumes are expensive and charges for damaged or lost costumes are high. If costumes are returned stained, damaged, torn, or poorly altered, the organization may be subject to a damage fee or labor fees. Please speak to a staff member if you have any questions regarding alterations.

- You are allowed to make exchanges on costumes rented; however it is the responsibility of the company renting the costumes for shipment costs in both directions. If you decide not to use something, you can return it to us before opening to save on the dry-cleaning costs. Otherwise if you hang on to the items that you are not using until after you open, you will be responsible for the dry cleaning costs of items regardless of use.
- When the show is over you can choose to have the items professionally dry cleaned by your own vendor or pack everything up and ship it back and we will have them cleaned for you. Please include a note in each box as to the name of the organization, production and if the costumes have been cleaned, we need proof in the form of a photocopy of the dry cleaning receipts. All costumes must be **professionally dry-cleaned** upon return or we can dry clean *most* costumes for a rate of \$8.00 per pound. Specialty costumes such as suede, leather, fur, sequins or beaded garments will be dry-cleaned at a per item rate. Our costumes cannot be laundered. Your costumes are due back to us ten (10) days after your production closes, whether you choose to dry clean them yourself or if you have us clean them.

### Pricing

Our base rental rates for non-profit organizations are based on the seating capacity of the performance venue and length of the run. In addition to this there is a percentage charge on top of the base rental rate dependent on the number of costumes you choose to have us look and pull for (not the total you end up renting). Pulling service includes digital photos (as needed- at the discretion of the Collection) and description of alterations/flaws with costumes. Costumes from the Collection come "As-Is", and the organization renting are responsible for all repairs or alterations, if needed.

#### **Pulling service rates (in addition to the base rental rate):**

**25% for 1-10 costumes requested**

**30% for 11+ costumes requested**

- If after engaging the Collection in pulling services you choose not to rent a costume, then the fees will be \$10.00 for each half hour (or portion of) worked by the staff designer pulling and photographing your order.
- Costumes requested without at least a 48 hour notice will incur an additional \$25.00 per costume fee on top of the regular rental rate and pulling service charge.
- The organization is responsible for shipping, handling and dry cleaning charges on top of the rental/pulling service fees. Shipping fees are dependent on size and speed of shipment. Handling is \$6.00 per each box for FedEx shipments, and \$3.00 per box for UPS shipments. If you have provided a FedEx or UPS number for the shipping, we will use that, however we will still need to charge you handling. Please note that FedEx ground takes one additional day shipping time because FedEx will not pick up ground packages the same day. We can only give shipping costs once the items are chosen, packed, and are ready to be shipped out.
- The Collection will make exchanges up until your opening night; however, shipping costs for the exchanged items are the responsibility of the renting company. **There are no refunds or credits of any kind.**
- **All costumes not returned by opening night must be professionally dry-cleaned whether they have been used or not. Please do not launder our costumes.** Please include copies of your dry-cleaning receipt with your return. If the costumes are not cleaned, the Collection will have them cleaned at a charge of \$8.00 per pound. Specialty items such as fur, suede, leather, beads and sequins are done at a per item rate. This charge will be added to your contract.
- There will be a labor charge of \$10.00 per each half hour (or portion of) used for restoration of costumes or additional work beyond the scope of normal check-in, at the discretion of management.
- Costumes are due back to the Collection ten (10) days after the final performance date listed on your contract. For non-profit organizations, a charge of \$15.00 per regular stock costume, \$25.00 per special stock costume or \$3.00 per accessory item per week if the costumes are not returned by your due date listed on the contract. The costumes are due back to the Collection ten (10) days after the performance ends, whether or not you choose to use our dry cleaning services.
- There will be a \$25.00 charge for any label that has been written on, lost or removed.

**The above guidelines are intended for everyone's benefit. Many companies rely on the Collection's inventory as their sole costume resource, and it is the intent of these guidelines to help insure the proper care and maintenance of our inventory. Thank you for your cooperation and understanding.**

I have read the above guidelines (2 pages) and I agree to comply fully with them regarding any costumes or accessories my company rents from the TDF Costume Collection Rental Program.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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# Credit Card Authorization Form

Company Name: \_\_\_\_\_

Letter of Agreement # : \_\_\_\_\_

**YOUR CREDIT CARD SAFTEY IS OUR CONCERN.**

**Because of that, we can only accept this form in person, via fax or we can take your information over the phone. Our contact info is above.**

Cardholder name: \_\_\_\_\_

Billing address line 1: \_\_\_\_\_

Billing address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Credit card number: \_\_\_\_\_

CVC: \_\_\_\_\_ Exp. date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of card (circle one):    VISA    MasterCard    Amex

By filling out this form, you are authorizing this card to be used for all memo and rental fees. In addition, please check if you authorize the above card to be used for:

- Dry-cleaning charges (most items at a rate of \$8.00 per pound, but specialty items are at a per item rate)
- Extension charges
- Replacement or damage charges
- Photography charges
- Please keep on file for future rentals

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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**Shipping Information**

**Company Name:** \_\_\_\_\_

**Letter of Agreement #** \_\_\_\_\_

The TDF Costume Collection Rental Program does not have the ability to ship same day. The earliest a shipment will go out is the following business day; all shipments need to be scheduled a minimum of 24 hours in advance. If you do not have your own UPS or FedEx number, we will use our UPS number and bill the company for the expense. There will be a handling charge of \$3.00 per UPS box and a charge of \$6.00 per box for FedEx shipments on top of the normal shipping rates. There will be a minimum insurance charge added onto each box. We generally insure a large box at \$1000 and a small box for \$500 however it may be necessary to insure for more. The TDF Costume Collection Rental Program is not responsible for lost or damaged packages.

Shipping Address:

Company: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attn: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

UPS #: \_\_\_\_\_ FedEx #: \_\_\_\_\_

Ship to arrive by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do we have your permission to send the packages via express shipping if that is the only means of a shipment arriving by the date above? Yes \_\_\_\_\_ No (send via ground only) \_\_\_\_\_

Do you want to be called with a shipment total or discuss shipment options before processing?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the best number to reach you at? \_\_\_\_\_

Do you want tracking #'s? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you want tracking notifications? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, e-mail address: \_\_\_\_\_

**Thank you for renting from the TDF Costume Collection Rental Program.**



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## COSTUME COLLECTION RENTAL PROGRAM

# Measurement Instructions

### RECOMMENDED MEASUREMENT PROCEDURES:

- Make sure the person being measured is in form fitting clothing that does not bind or constrict the body.
- If baggy pants are worn, you will need to adjust pants to find the natural highest point of crotch. Have subject hold tape measure there.
- Have the subject bend to either side and have them feel for a natural crease in that side. That is a natural waistline. Tie a string around the waistline to mark it for consistency.

**HEIGHT:** with weight evenly distributed, and in stocking feet, measure from the top of head to the bottom of the heel

**HEAD:** measure the circumference of the head at the brow level, over the hair, with the tape parallel to the floor

**NECK:** measure the circumference of the neck at the fullest part of the base. Allow 1/2 inch for ease.

**CHEST:** with the tape measure parallel to the floor, measure completely around the fullest part of the expanded chest. For those identifying as female, make sure it is around the fullest part of the bust.

**UNDERBUST (IF APPLICABLE):** measure the circumference firmly under the bust, making sure the tape measure is straight across the back.

**WAIST:** measure completely around the natural waist. Please make sure the body is relaxed.

**HIP:** measure the circumference of the fullest part of the hip. (Average is about 7"-8" below natural waistline).

**NECK TO WAIST FRONT:** measure from base of neck to natural waistline

**NECK TO WAIST BACK:** measure from base of neck to natural waistline

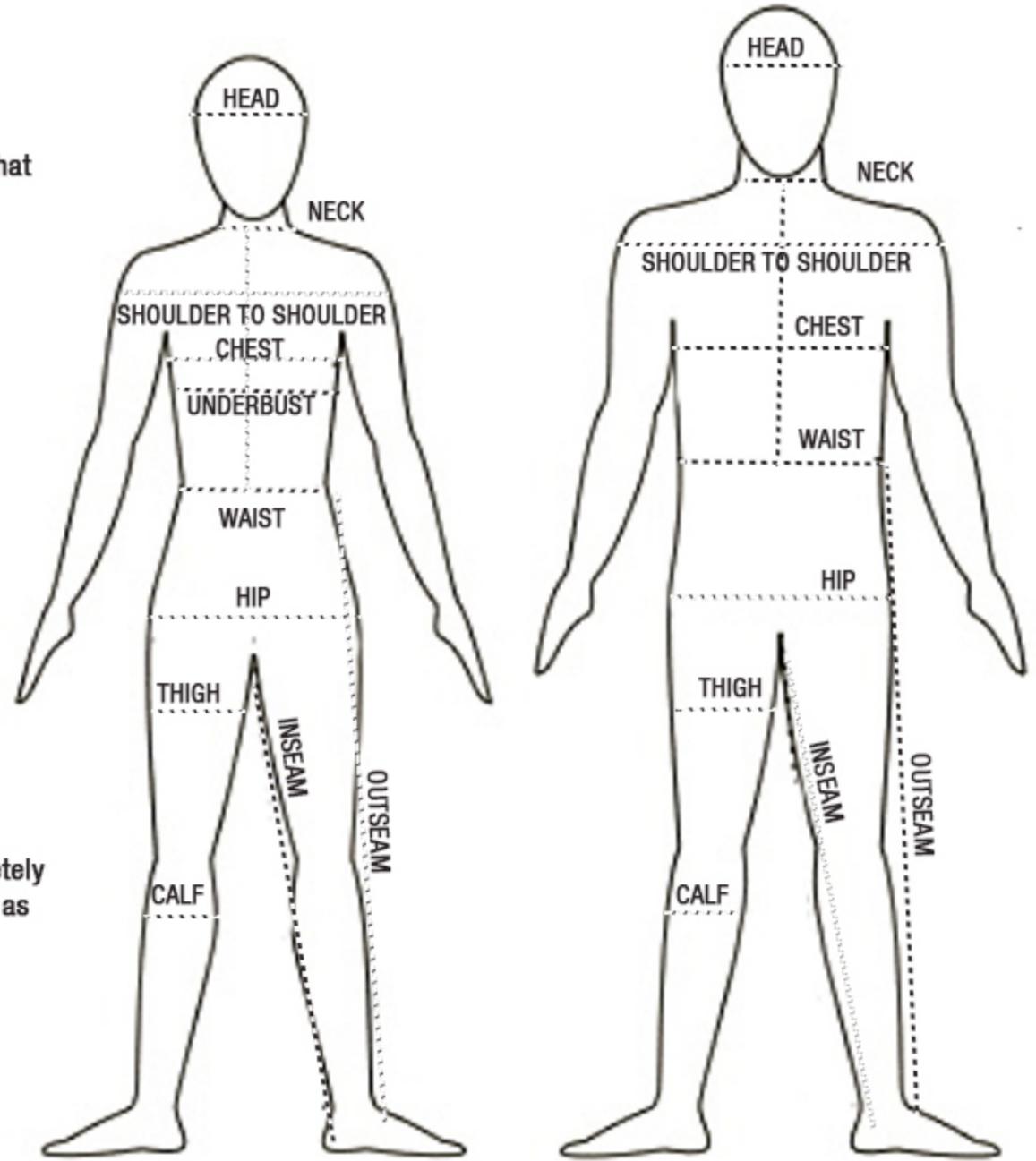
**OUTSEAM:** measure the distance from the waist to the middle of the heel.

**INSEAM:** measure the distance from the highest point in the crotch to the top of the foot

**SHOULDER TO SHOULDER:** measure up over the curve of the shoulders from the outside edge of one shoulder to the outside edge of the other shoulder

**THIGH:** measure the circumference of the thigh around the fullest part, parallel to the floor

**CALF:** measure the circumference of the calf around the fullest part, parallel to the floor



**SLEEVE:** bend the arm across the chest so that the forearm is parallel to the floor. Measure from the center of the back of the base of the neck, across the shoulder and along the outside of the bent arm to the wrist bone.

