

# The NWU Costume Library

*costume & prop rentals*  
Nebraska Wesleyan University

## Terms and Conditions of Rental:

### 1. Costumes and props are due on the arranged Due Date.

All rented items must be returned to The NWU Costume Library **DURING BUSINESS HOURS ONLY** on or before the arranged due date and **MUST be checked in by a Costume Librarian to be considered returned.** Any items not returned during business hours by the due date, not returned to The NWU Costume Library, and/or not checked in by a Costume Librarian will be subject to late charges amounting to 20% of the total rental per week late. If all costumes are not returned within 4 weeks of the specified due date, the school/organization will be responsible for the full replacement value of the order. If an extension is needed, please contact The NWU Costume Library by the original due date and schedule a new due date with the Costume Library Manager. Any school/organization wishing to have unused rented items removed from the invoice must return the items **BEFORE** the first show/event.

### 2. An invoice will not be sent until all rented items are returned.

The school/organization is responsible for returning all costume pieces grouped and labeled by actor, just as when they were picked up. Items not labeled correctly may incur a fee of 10% of the rental amount. If any pieces are found to be missing after check-in, the school/organization will be contacted and must return the missing pieces in a timely manner. Late pieces are subject to the terms and conditions in section 1. If the items cannot be located, a fee equaling the full replacement value of the missing items will be charged.

### 3. Costumes and Props are to be returned in original condition.

Costumes must be returned in the same condition in which they were rented. Any alterations must be temporary and be removed before costumes are returned, and no pieces may be distressed or permanently altered without written permission of The NWU Costume Library Manager. Items not returned in original condition will result in damage charges. Alterations that constitute permanent damage will result in a fee equaling full replacement value of the costume(s). Adhesive tape of any kind is strictly prohibited, and costumes returned with tape or adhesive marks will incur damage charges.

### 4. Care and Maintenance.

Under no circumstances can smoking, eating, or drinking be allowed while in costume. The use of deodorants must be enforced and undershirts are encouraged whenever possible. Knee slides are not to be done in costume. Any damage to an ensemble due to knee slides or other choreography involving the knees (including rips, tears, burn marks, discoloration, staining, etc) will incur a replacement value charge.

### 5. Rental Fee includes cleaning of the rented items upon return.

Dry cleaning of the rented item(s) is included in the rental fee. Costumes returned with heavy makeup stains or damage may require special cleaning and, in such cases, a charge for special cleaning will be assessed. Stains that cannot be removed will constitute permanent damage and the school/organization will be responsible for the full replacement value of the item(s).

### 6. Program Notes

Due credit must be given on all programs whenever all or part of a production is costumed. The credit is to include: The Costume Library, Costume & Prop Rentals; Nebraska Wesleyan University, Lincoln, NE. A program from the production is appreciated.

### 7. Rush surcharge

Any order of 20 costumes or more received less than 2 weeks from the desired pick-up date will incur a 15% rush surcharge. The order will be considered "received" when measurement sheets for all cast members have been provided.

### 8. Rental Procedures

The standard rental procedure for schools/organizations is to pick up all the costumes after The NWU Costume Library has pulled, tagged and recorded the entire order. Directors/costumers are welcome to come and browse our inventory (i.e. look only); however, we reserve the right to pull the costumes.

**I have read the above and accept these terms and conditions.**

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Customer Signature

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Date