



**The Department of Theatre**  
**University Theatre**

**COSTUME RENTAL POLICY AND INFORMATION**

<u>ITEM</u>	<u>RENTAL FEE</u>
FORMAL WEAR (men/women, 1-3 piece)	\$ 50.00 A WEEK
SUIT (men/women, 2-3 piece, contemporary)	40.00 A WEEK
DRESS	30.00 A WEEK
PANTS (men/women, contemporary/period)	20.00 A WEEK
SHIRT (bodice/blouse, contemporary/period)	15.00 A WEEK
OUTERWEAR (cape, cloak, coat, jacket)	20.00 A WEEK
MISCELLANEOUS (additions to above items)	5.00 A WEEK

In addition, a \$200.00 deposit will be refunded when all clothing is returned, dry-cleaned, and in its original condition.

**THE UNIVERSITY THEATRE...**

- will lend only to recognized KU organizations and non-profit theatrical groups in support of high production standards.
- does not lend tights, dance belts, shoes, wigs, accessories, undergarments, hats, or any antique clothing (prior to 1950).
- will not charge for unworn costumes.
- reserves the right to deny the loan of any or all items at its own discretion.

**THE BORROWER AGREES TO...**

- adhere to times and dates set for pickup and return of borrowed items.
- provide all manpower and/or transportation costs necessary to obtain and return all items to the University Theatre.
- assume responsibility for any and all items while said items are being borrowed.
- perform no alterations to the costumes which will involve the cutting of garments.
- pay for repairs beyond normal wear and tear.
- restore garments to original condition and/or pay for replacement costs for all costumes not returned.
- return costume items dry cleaned (with receipt from cleaner) or washed as appropriate.
- pay an additional fee of \$25 per day if rental (or any part thereof) is not returned by the date agreed.
- if large pulls, a pulling/restocking fee will be assessed.
- program credits should acknowledge University Theatre as lender of the costumes.

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Signature of Borrower

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Signature of Costume Technician

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Artistic Director Approval