



2333 Defoor Hills Rd NW Suite C  
Atlanta GA 30318  
678.973.2632  
info@southeastcostume.com

## RENTAL TERMS & CONDITIONS

These Rental Terms and Conditions (the "Terms and Conditions") set forth the policies, rules, and regulations that apply to your rental ("Rental") of costumes, accessories, or other wardrobe related items ("Costumes") from Southeast Costume Company ("SCC").

These Terms and Conditions are made part of the SCC Rental Form (the "Rental Form") and shall apply to all Rentals thereunder and any additional documentation required for your Rental. Any reference to these Terms and Conditions shall be deemed to include the Rental form and any other documentation as applicable. Any and all terms and conditions proposed by you which are different from or in addition to these Terms and Conditions and are deemed to be material alterations and shall not be binding upon SCC unless agreed to in writing by SCC.

All costumes rented from Southeast Costume Company shall only be used for the purpose of Motion Picture/Television or Theatrical costuming and for no other use. During the rental period, and until the costumes are returned to SCC, Producer/Production is responsible for any accidents or injuries resulting from the use or misuse of the costumes. SCC is not liable for damages or claims resulting directly or indirectly from the rented costumes.

### **Rental Period**

**Weekly Rental** (7 days) All rental items kept past the 7-day period will be automatically charged the Production Rental rate of 30%.

**Production Rental** (2-15 weeks) The Production Rental rate is an additional 30% based on the weekly rental rate. All items kept past the initial 15-week period will be automatically charged for a second Production Rental of 30% for up to 15 weeks. All rates shall be set forth on the Rental Form/Invoice.

### **Payment Methods**

All Rentals require a valid credit card on file or a completed credit application. Invoices paid by credit card will be charged with in 48 hours of rental. All Rentals must be paid within thirty (30) days of the date of invoice. SCC reserves the right to charge the credit card on file for any past due invoices plus any applicable service charges. Terms are **NET 30 DAYS** from date of invoice. Accounts more than 30 days past due will incur a 10% late fee per invoice per month on all past due amounts. A \$40.00 processing fee will be charged for any returned check.

### **24 Hour Approval Period**

SCC offers a 24Hour Approval Period for fitting purposes only. Costumes must be returned in the original condition with all tags attached. Costumes used for any other purpose during the Approval Period will be charged as a Weekly Rental. Costumes may be taken on Friday only with advance approval from SCC. Costumes returned within the 24 Approval Period are subject to a 20% restocking fee.

**All Supply Store purchases are final sale. No returns or exchanges.**

### **Restocking**

All items pulled but not rented must be restocked at the time of the pull. A \$2.50 per item restock fee will be charged if items are not restocked properly.

### **Hold Policy**

Wardrobe may be placed on hold for one week at no charge. Items remaining after one week will be returned to stock and incur a \$2.50 per item restock fee. Please contact SCC for a picture hold fee schedule.

### **Cleaning**

Costumes are to be returned **CLEAN**. This includes all shoes, hats, accessories, pregnancy bellies and specialty items. Costumes must be professionally dry-cleaned. Any item returned uncleaned is subject to a 25% cleaning fee per item. Additional cleaning fees may apply to specialty items depending on fabric or make of costumes or if items are excessively dirty (makeup/food stains). Costumes must be returned in the same condition they left SCC.

### **Return Procedures**

A copy of the rental sheet that corresponds with items returned must be attached. A labor fee will be assessed to returns that do not have paperwork attached. **Costumes shall be returned in their original condition, reasonable**



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**wear & tear expected. Costumes are to be returned CLEAN and with any and all hangers, bags, boxes or other items that were sent with the rental.**

**Damaged or Lost Costumes**

In the event of loss, theft or damage of any costume, (normal wear and tear excluded) Customer shall be responsible for payment of the repair or replacement. **Full replacement value equals 10 times the rental price plus tax, unless otherwise specified by SCC on the rental form.** Damage includes but is not limited to broken zippers, major seam damage, detached garment pieces, irreparable tears, make-up or other permanent stains or any other damage that renders the costume unfit for rental. All replacements must be approved by SCC staff. No replacements on "No Trade" rentals. Donations are not accepted for payment. A \$15.00 fee will be assessed to the damage/removal of any SCC barcode.

**Alterations**

Costumes may be altered to fit but must be returned to their original condition before cleaned and returned. All alterations must be sewn. **Alterations requiring cutting and dying of costumes is never allowed without written permission from SCC. Iron-on bonding web, glue, super stick or any other type of permanent adhesives may NOT be used.** Failure to return costumes in their original condition or the use of any prohibited alteration method will incur damage charges.

**Labor Charges** In house labor is \$30.00/hour (one hour minimum)  
Alterations are \$40.00/hour (one hour minimum)

**Safety Rules:** Please **BE AWARE** of your own safety. Your presence on SCC premises is at your own risk. Rolling ladders must be properly secured when in use. SCC is not liable for injuries resulting from use of ladders or negligence except to the extent due to the negligence or willful misconduct of SCC. Ask for assistance at any time.

**Choice of Law; Venue**

These Terms and Conditions and any dispute related to the Rental shall be governed by the laws of the State of Georgia. The choice of venue for all disputes shall be Fulton County, Atlanta, Georgia.

Early/Late Open charges will apply when customers request these services.

Fittings may be scheduled by appointment only. Contact SCC for fitting fee information.

I, \_\_\_\_\_ as a representative of \_\_\_\_\_

understand and acknowledge that the Rental Form/Invoice is subject to the Terms and Conditions and includes any other documentation required for Rental, including but not limited to the Production Information Form, Credit Card Authorization Form or Credit Application and Qualified Vendor Form.

Accepted and Agreed To:

Project Title: \_\_\_\_\_

Producer/Production Co: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

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