

Foundation of Arts Costume Rental Contract

Renter Information

Renter/Organization: _____

Event Date: _____

Email: _____

Rental Pick-Up Date: _____

Phone Number: _____

Rental Return Date: _____

All rentals require a deposit of \$100. This deposit will be refunded ONLY IF all rented items are returned undamaged and with a dry-cleaning receipt. There is a non-refundable \$5 rental fee per borrowed item. This fee, along with the \$100 deposit, are due no later than the day of pick-up.

No items may be placed on hold or picked up more than 3 weeks prior to the renter's event. All items should be returned no later than 7 days after the event. Any items returned after the agreed upon return date will be charged a \$5 per item late fee. If items are returned more than 7 days after the agreed upon return date, this renter will no longer be able to rent items from the Foundation of Arts.

***A member of the FOA staff should be notified prior to the return date if an extension is needed.**

A Foundation of Arts staff member will send a reminder email one week prior to the rental return date. You must make an appointment with the Arts Center at boxoffice@foajoneboro.org to return the items and will wait for them to be assessed and inventoried. You will be responsible for hanging up the costumes when brought back to the FOA. Please allow 5 business days for the deposit refund to be processed.

Payment Information

Payment Type (check one): Cash _____ Check _____ Card _____

Rental Amount: _____

Name on Card: _____ Card Number: _____

Expiration Date: ____/____/____ Security Code: _____

How would you like to receive your refund check? Pick-Up or Mailed?

Address for mailed refunds: _____

Renter Signature

Date: _____

FOA Staff Signature

Date: _____

Foundation of Arts Prop Rental Contract

Renter Information

Renter/Organization: _____

Event Date: _____

Email: _____

Rental Pick-Up Date: _____

Phone Number: _____

Rental Return Date: _____

All rentals require a deposit of \$100. This deposit will be refunded ONLY IF all rented items are returned undamaged. There is a non-refundable \$5 rental fee per borrowed item. This fee, along with the \$100 deposit, are due no later than the day of pick-up.

No items may be placed on hold or picked up more than 3 weeks prior to the renter's event. All items should be returned no later than 7 days after the event. Any items returned after the agreed upon return date will be charged a \$5 per item late fee. If items are returned more than 7 days after the agreed upon return date, this renter will no longer be able to rent items from the Foundation of Arts.

***A member of the FOA staff should be notified prior to the return date if an extension is needed.**

A Foundation of Arts staff member will send a reminder email one week prior to the rental return date. You must make an appointment with the Arts Center at boxoffice@foajoneboro.org to return the items and will wait for them to be assessed and inventoried. You will be responsible for returning props to where you found them when they are brought back to the FOA. Please allow 5 business days for the deposit refund to be processed.

Payment Information

Payment Type (check one): Cash _____ Check _____ Card _____

Rental Amount: _____

Name on Card: _____ Card Number: _____

Expiration Date: ____/____/____ Security Code: _____

How would you like to receive your refund check? Pick-Up or Mailed?

Address for mailed refunds: _____

Date: _____

Renter Signature

Date: _____

FOA Staff Signature

