Costume/Prop Rental Contract

(updated October 2023)

RENTER INFORMATION

Renter Name: _____ Organization/Company: _____

Email: _____ Phone: _____

Event Name Type: _____Event Date:_____

Rental Pick-Up Date: _____

Rental Return Date*: _____

*(*no later than 7 days after the event date*)

I understand and will abide by the following terms and conditions:

- All FOA costume/prop rentals require a deposit of $50, due on the pick-up date listed above. This deposit will be refunded to the renter only if all rented items are returned undamaged and in their original condition as they were borrowed (and have been laundered by the renter directly OR with a dry-cleaning receipt).
- Each piece is $10 (per borrowed item). For each item that is rented and not retuned by the return date listed above, the renter will be charged $30 per borrowed item using the credit card payment information listed below.
- No items may be placed on hold or picked up more than 3 weeks prior to the renter's event date listed above.
- Upon returning your item(s), you will be responsible for returning the prop(s) back in the prop closet and/or hanging up the costume(s) back in the costume closet after they have been approved and assessed by an FOA staff member.
- The FOA reserves the right to refuse rental services to patrons or organizations at their own discretion, and amend or cancel rental contracts as necessary.
- Perusal hours should be scheduled ahead of time with Aubrey DeFries by emailing aubrey@foajonesboro.org. No walk-ins will be accepted.

PAYMENT INFORMATION

Name listed on the card: _____ Signature: _____

Card number: _____ Exp. Date: _____ CVV code: _____

Zip code (associated with this card): _____

ITEM DESCRIPTION	COLOR/MATERIAL	PHOTO ON FILE?