



HARRIS COSTUMES

"Extraordinary Personal Service since 1949"

6785 Camp Bowie Blvd

Suite 100

Fort Worth, Texas 76116

817 332 7465 or Fax 817 870 2054

Email: harriscostumes@gmail.com

Website: www.harriscostumes.net

Pre-Show Agreement

The following agreement must be read and initialed by the renter, director or person(s) in charge of payment before any further actions can be performed.

Please make sure whoever will be in charge of the costumes also has a copy of the "Alterations", "Return Procedure" and "Missing and Damaged Items" pages.

• **Measurements**

You will need to print off measurement charts from our website. These charts must be filled out **completely**. Please make sure the person or persons measuring follow the instructions **carefully**. If the charts are not filled out to completion or correctly that may affect the fit of costumes once received.

Measurements charts should be completed and sent to us at least 8 weeks before your opening date. Getting them to us later than that may affect the ship/pick-up date of your costumes.

There will be a **\$10.00** restocking fee charged for any costume that must be "re-pulled" due to incorrect or incomplete measurements.

X_____

• **Alterations**

While taking every precaution, we realize that a good fit is not always achieved at the shop. This is especially true for our out of town customers. Therefore, we do allow some small alterations to be done by your crew.

The following is a list of **absolute** DO NOTS:

DO NOT USE:

- ANY KIND OF TAPE
- Staples
- Iron-on adhesives
- Glue of any nature
- Safety pins (unless removed **BEFORE** costumes are returned)

DO NOT:

- Cut fabric
- Take apart or re-configure the costume
- Apply make-up while in the costumes unless using an apron/smock to protect costume.
- Paint directly to the fabric
- Add or take away any embellishments without the **express permission** of an employee at HARRIS COSTUMES.

(All makeup/spirit gum stains that cannot be removed by us will result in charge to replace costume.)

We recommend that you check with one of our staff members before making any alterations.

X _____

- **Missing and Damaged Items:**

Renter(s) are solely responsible for any and all damaged or lost costumes, accessories, and props (hereinafter "rental property"). Renter(s) refers to any and all individuals, educational professionals, Private Educational Institutions, Independent School Districts, Universities, Public and Private Theatrical Facilities and their principals, agents, and assigns who are bound by this Contract.

All rental property is inspected by our staff before leaving and upon return to our shop. Renter(s) will be charged/billed for any rental property that is lost or damaged. Such charge may be made to Renter(s) WITHOUT NOTICE TO RENTER(S) THAT SAID PROPERTY WAS DAMAGED. The Renter(s) may be billed after the original invoice for any lost or damaged rental property. The fee for lost or damaged rental property may vary depending on the cost of material, time, and labor need to repair and/or replace such rental property. The total replacement cost will be assessed for costumes returned that are determined by Harris Costumes to be "un-repairable". Harris Costumes reserves the right to take UP TO 90 DAYS after return of rental property to inspect such rental property for damages.

Renter(s) agree to be bound by the terms of this contract as evidenced by Renter(s) initial and signature below. By initially and signing below signatory represents to Harris Costumes that they have full authority as an agent to accept and bind the institution for whom the rental property is to be acquired.

Please bring to the attention of a Harris Costume employee any damages discovered within the first 24 hours of receiving the costumes.

X _____

• **Show Delivery Date:**

****applies to costumes needing to be shipped ONLY**

**When shipping out of town every attempt will be made to get the costumes to you within 7 to 10 days before your opening performance. Once costumes leave the shop it is then the shipper's responsibility to see that the costumes are delivered on time. Rush orders are discouraged and fees will be assessed for such requests. The fee will vary depending on the nature of your request and in some instances can not be processed at any cost.

**Costumes need to be ready for return shipping 24-48 hours after the close of your show.

When local you are welcome to pick up costumes **7 days** before your opening day.

Return day will be next business day after show closes.

Show Dates: _____

- **PAYMENT:**

- The invoice will be billed upon return and payment due within 30 days.
- If a show runs a second weekend there will be an additional 1/2 charge
- If costumes need to be shipped a 50 % deposit is required before shipping, at least 2 weeks prior to opening day. The remainder will be billed upon return and payment due within 30 days.
- Shipping can be delayed if deposit is not received.
- Shipping fees are the responsibility of the renter.

X_____

• **Return Procedure:**

In order to insure the best quality for the lowest price the following procedures must be followed:

- All Costumes must be returned on hangers.*
- The original paperwork should be attached to its corresponding costume.**
- All Hats and accessories must be returned in their original boxes. ***

**A \$3.00 fee will be charged for each costume returned without its hanger.*

***If original paperwork is not attached a "Check in" fee may be charged.*

****A \$6.50 fee will be charged to replace each missing hatbox.*

*****If hats are returned damaged then renter will pay full cost of hat to replace.*****

X_____

By signing below saves your show dates and main characters only. This is why is it very important to get your size charts/list of costumes that are needed to us as soon as possible.

Date: ___/___/___

(Signature of Renter)

Harris Costumes values your business and appreciates your willingness to adhere to these policies. We look forward to fulfilling your costume needs in the future.

Thank you,

Korey Williams

Harris Costumes

Name of School/Theatre: _____

Address of School/Theatre: _____

Shipping Address: _____

Email Address: _____

Telephone Number: _____

Notes for us: