

FY2019 CostumeLab Collection Rental Policy

The Arlington County CostumeLab Collection is made available for rentals to theatres, schools, civic groups, churches, businesses, performing arts organizations and government agencies as staff time and stock availability permits. Since the costume collection is primarily a resource for the use of organizations supported by Arlington County and their productions, some restrictions may apply to the public. The CostumeLab is not a retail rental house and cannot accommodate individual customers. The CostumeLab has limited shipping capabilities. Please contact the manager directly about out of town rentals

Location, Hours and Access

The CostumeLab is located at Gunston Arts Center, 2700 S. Lang Street, Arlington VA 22206. The normal shop operating hours are 9:00 AM to 5:00 PM, Monday through Friday. Appointments are required. For information regarding the CostumeLab collection and to make an appointment please contact Jennifer Biehl at, costumes@arlingtonva.us, 703-228-6974.

Prospective clients are encouraged to contact the CostumeLab well in advance of their project to determine if the items they need exist in the collection and to schedule appointments for consultation or pick-up.

The staff is available to assist clients with their costume needs. All prospective clients should be prepared to provide complete information to Staff with all of their costume requirements and their production dates. Costumes may only be rented up to one month prior to performances.

Supported Arts Groups

Grantees of Arlington Arts Grants may rent costumes at a discounted rate

- **Check-Out of Costumes "On Approval"**: Supported groups may check out costumes on approval. No rent will be charged if they are returned unused on or before a prearranged date.
- **Deposit Cap**: The maximum deposit per production for a supported group will be \$250.

Rental Discount: Rental discount for Supported Groups is 75%. This does not apply to deposits, cleaning, replacement charges, repairs or late fees.

Costume Pick-Up/Return

Appointments are required for both costume pick-ups and returns.

The client will sign an itemized list of all costumes checked out, the rental charge, the replacement value for each costume and the maximum total cleaning charge. The client agrees to abide by the Terms and Conditions printed on the check-out sheet. The rental return date is also indicated on the check-out sheet.

Returned costumes will be checked for condition and cleanliness. Any charges incurred will be subtracted from the deposit, and the client will be invoiced for any remaining balance. A check-in sheet will be provided as a receipt for all partial and/or complete check-ins.

Payments

Both a rental fee and a deposit of \$250.00 will be required at time of rental pick-up. The deposit is based on the value of the costumes checked out with a minimum of \$250.00 will be required. These payments may be made by credit card, check, or purchase order.

- **Credit Cards:** Rental charges and Fees will be immediately processed.
- **Checks:** All checks are to be made payable to “Treasurer, Arlington County”. Returned check fees will be assessed according to Arlington County policy.
- **Purchase Orders:** Purchase orders may be accepted from approved government or educational institutions. With a Purchase Order, the PO number acts as the deposit. No costumes may be taken until the PO number is provided.

Cleaning and Laundering

The Client is responsible for the dry-cleaning and/or laundering of costumes. Clients will be charged for all costumes that are returned unlaundered. All dry cleaning must be done by professional dry cleaners. Self-service dry-cleaning is not acceptable and renters may be asked to verify that costumes were professionally dry-cleaned.

Terms and Conditions

Please Note: The Client is responsible for any damage incurred by their staff. Any client with an overdue balance will not be allowed to rent costumes from the collection until such debt is satisfied.

- **Alterations and Maintenance:** All alterations must be temporary and costumes must be restored before return. No dyeing, distressing, cutting or other permanent alteration of costumes is permitted without prior approval.
- **Length of Rentals: to be determined at time of rental.** *Extended rentals available-with additional fees.*
- **Deposits:** Deposits are based on the total replacement cost of the order as follows:

<u>Replacement Cost</u>	<u>Deposit</u>
Up to \$1,000	\$250
Over \$1,000	10% of replacement cost
- **Late Charges:** All will be strictly enforced. Rent will continue to accrue at a weekly rate until costumes are returned. Costumes will be considered lost if not returned or replaced within four (4) weeks of due date. The following late charges will be assessed if an order is not returned on time.

Up to 1 week late	5% of deposit
Up to 2 weeks late	10% of deposit
Up to 3 weeks late	20% of deposit
Up to 4 weeks late	40% of deposit
After 4 weeks	100% of deposit plus full replacement cost
- **Barcodes:** The CostumeLab uses a barcode system for tracking and inventory purposes. These barcodes have the Arlington Costume Shop printed along with the barcode and number and are usually located at the center back of the garments, under the brims or bands on the insides for hats, or on the sides of shoes. Do not remove or alter any barcodes. If missing or altered, a \$5 per barcode charge will be added.
- **Damaged/Lost Items:** Clients agree to reimburse the County at full replacement value for lost or severely damaged items. Labor and materials costs will be charged for costume items that are less seriously damaged.

- **Trade:** “In kind” replacement of lost or damaged costumes will be negotiated at the discretion of the CostumeLab Manager.
- **Waiver Of Fees:** Fees can only be waived with the approval of the Director of Arts Enterprise, Joan M. Lynch.

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