

D E P A R T M E N T O F T H E A T R E A R T S
C E N T R A L W A S H I N G T O N U N I V E R S I T Y
400 E. University Way, Ellensburg, WA 98926-7460
Phone: 509-963-1772 • FAX: 509-963-1767

RENTAL AGREEMENT AND CONTRACT

Renter contact information:

(Responsible party)

(Organization)

(Address)

(City State)

(Telephone)

(FAX)

Intended use of rented items:

(Production)

Performance Dates:

Address of site where property will be used:

(Street)

(City State)

Intended Pick-up/Ship Date:

Intended Return Date:

Rental Fee and Deposit

Rental fee:

Total Replacement Value of rented items:

The rental fee will be paid by Purchase Order, check or cash, when the costumes are picked up by the renter.

Deposit fee:

Sales Tax:

Shipping: To be determined

A Purchase Order will be accepted in lieu on a deposit but must be for the entire rental amount. The Purchase Order number must be provided prior to receiving rental items. The renter will be invoiced upon receipt of the cleaned rental items, at the end of the agreed upon rental period. The renter will have 30 days to pay the invoice.

The University will also accept payment via credit/debit card. If you desire to make payment in this method, contact the University Cashiers Office at 509-963-2224 and reference this rental agreement.

If paying by check or cash, the deposit is to be paid when the rental items are picked up by the renter. The deposit check will be deposited by the University. Upon return of the cleaned rental items, after the completion of the production, the University will use the deposit check to make partial payment toward the rental fee.

Renter shall be entitled a refund of 100% of the deposit if the rental items are returned prior to the scheduled performance as noted above. If the rental items are not used but returned after the scheduled performance date noted above, deposit will be forfeited and full payment will be required.

RENTAL CONDITIONS

Duties and responsibilities of Renter.

Renter hereby agrees to not make any permanent alterations, such as cutting and dyeing to any of the items listed under this agreement. Any temporary alterations must be removed prior to cleaning or laundering of costumes.

Renter agrees to return all rented items in clean and undamaged condition, as per the provided laundering instructions. Cleaning costs are the sole responsibility of the Renter and are not included in the rental fees.

This may include both conventional laundering and dry cleaning.

Renter is responsible for transportation of the rented property to and from Central Washington University. If shipping (via UPS or other insured carrier) is necessary, Renter is responsible for all shipping costs, sales tax, insurance Costs and damages or loss of items which may occur.

Renter agrees to be responsible for providing any repair or replacement resulting from any damage done or loss of the University property described in this document during the period of removal defined herein. In addition renter agrees to be liable for the replacement value of the items listed on the rental list which is stated herein and made of part of this agreement.

Renter agrees to include the following text in the program for the production:

All (or a portion) of the costumes in this production were provided through Costume Rentals, Department of Theatre Arts, Central Washington University.

Renter agrees to include the 5"x.89" graphic, downloadable at the following URL, in the program for the production:

www.cwu.edu/theatre/rental

and provide one copy of the printed program with the rental return.

Renter, for which I am an authorized designee, agree to hold harmless in their individual and official capacities the President, officers, agents, Board of Trustees, employees, volunteers and students of Central Washington University and the State of Washington for any damages or personal injuries that may result from my use or transport of property rented and named herein.

Renter shall not sublease any of the items listed and made a part of this agreement.

Renter agrees to be responsible for providing any repair or replacement resulting from any damage done or loss of the University property described in this document during the period of removal defined herein. In addition renter agrees to be liable for the replacement value of the items listed on the rental list which is stated herein and made of part of this agreement.

Renter agrees to the timely return of all rental items. Renter agrees to return the costumes, clean, 10 days following the close of the production, on or before . In accordance with RCW 28B.10.293, the University reserves the right, in collection of any debt or claim owing to it, to impose reasonable financing or late charges, as well as reasonable costs for expenses incurred in the collection of such debts.

This agreement shall be construed and enforced in accordance with, and shall be governed by, the laws of the State of Washington. In the event of commencement of suit, venue may be laid in Kittitas County, State of Washington, the principal place of business of Central Washington University.

Renter has read, understand and agree to all of the above terms and conditions of this agreement.

Name of person requesting to rent State Property

Please Print

Signature _____ Date

Address

Phone

I hereby authorize the foregoing removal and use of State property from the Theatre Arts Department, for the specified time period.

Name of Renter

Signature _____ Date

This contract must be accompanied by the completed Rental List Form and Laundering Instructions.

CONFIRMATION OF RENTAL PAYMENT AND RETURN:

Deposit Received Check/PO#

Signature _____ Date _____

Payment Received Check

Signature _____ Date _____

Actual Return Date

Signature _____

Notes on condition of returned items:

Rental List Form and Laundering Instructions

Item Number	Description	Rental Cost	Replacement Cost	Laundry Code
1				

Do not mix colors when cleaning.

- D**=Dry clean only
- H**=Hand wash only
- C**=Machine wash cold
- W**=Machine wash warm
- N**=Do not wash