

# COSTUME LAB

arlington arts

## CostumeLab Rental Policy

The Arlington County CostumeLab collection is available for rentals to theaters, schools, civic groups, churches, performing arts organizations, professional theater companies, dance companies, film companies, industrial shows, and government agencies, as staff time and stock availability permits. The CostumeLab is not a retail rental house and cannot accommodate individual customers.

### Location, Hours and Access

The CostumeLab is located at Gunston Arts Center, 2700 S. Lang Street, Arlington VA 22205. The normal shop operating hours are 9:30 AM to 6:00 PM, Monday through Friday. Appointments are required. For information regarding the CostumeLab collection, and to schedule appointments, please contact Jennifer Biehl at, [costumes@arlingtonva.us](mailto: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.

- **Checkout of Costumes “On Approval”:** Supported groups may check out costumes on approval.
- **Deposit Cap:** The 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, which includes 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 checkout 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.

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## Payments

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

- **Credit Cards:** Accepted credit cards are Visa and Master Card. Both the deposit and rental charges 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 and paid by the Client.
- **Purchase Orders:** Purchase Orders will be accepted from approved government or educational institutions. A PO number is required before any costume rental is released by the CostumeLab.

## 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 a professional dry cleaner. Self-service dry-cleaning is not acceptable and renter 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 to any costumes or accessories. 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 a costume 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

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- **Barcodes:** The CostumeLab uses a barcode tagging system for tracking and inventory purposes. Barcode tags are usually located at the center back of the garments, under the inside brim or band of hats, or on the inside right or left of shoes. DO NOT remove or alter any barcode. There will be an additional charge for missing or altered barcodes.
- **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.