



# EVENT COSTUME ORDER/RENTAL AGREEMENT

HISTORICALLY ACCURATE, THEATRICALY RENDERED COSTUMES

## ORDER INFORMATION

Order # \_\_\_\_\_

order date \_\_\_\_\_ pickup or ship date \_\_\_\_\_

event date \_\_\_\_\_ return date \_\_\_\_\_

event theme \_\_\_\_\_

ordered by: \_\_\_\_\_

phone \_\_\_\_\_

email \_\_\_\_\_

address street \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

## ITEMS RENTED:

item	returned (✓)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## RENTAL CONSIDERATIONS...

- Pay the rental fee at the time of selection each complete costume - \$150.00 for 48 hours, each additional 4 to 7 days - \$75. If you want the costume for more than 72 hours, we will negotiate additional rental
- Price includes altering to fit the measurements provided and cleaning by us when returned
- Your signature &/or credit card number indicates agreement to pay rental & security fees
- We clean your costume when you return it
- Please do not wear perfume or cologne in our costumes - some scents are difficult to remove, and the next person might be allergic!
- If the costume you rent is altered or damaged by tears, excessive makeup, perfume or soil, we will charge for repair at \$65/hour.
- If any part of the costume is lost we will assess a replacement fee
- if you have to cancel your rental, we will refund you 50% up to 3 days before pickup; none after that
- if you are going to be late returning the costume, call us: late fees are charged at the regular rental rate
- if you rent a costume within 1-2 days of using it, we may have to charge a rush fee of \$15 if alterations are needed

## IF WE SHIP YOUR ORDER

- complete the measurement forms following our Guide
- fax order & measurements to us at: 603-929-9773

or email to ann@tracytheatreoriginals.com

- we will confirm the details of your order
- purchase accessories, wigs and makeup from our web-store at: www.tracycostumes.com

If ship to address is different from the one above ship to:

name \_\_\_\_\_

street \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

- costumes are altered to the measurements we are given, & will only fit as well as the measurements are accurate
- a packing list is included with each order. Discrepancies must be reported to TTO upon receipt of the costumes for adjustments to be made to avoid additional charges
- repair or replacement value is charged for any damage beyond normal wear and tear
- pay return shipping to the carrier
- a paid invoice with charge slip attached will be included
- shipping is by UPS ground unless faster shipping is required to meet date needed or by request
- additional fees for expedited shipping are the customer's responsibility unless the need to rush was caused by Tracy Theatre Originals
- refunds are not issued on the basis of style or color preference - we select the garments most appropriate for style & time period, and alterability
- refunds are only issued if the garment does not fit and the error was on the part of the TTO staff or if an unused item is returned to TTO by prior arrangement before the event occurs

## AGREEMENT

**I understand and agree to the policies and prices herein, and am responsible for the use and return of the items rented, and payment of this order**

\_\_\_\_\_  
Signature of card holder date

## PAYMENT INFORMATION

MC, V, AMEX, Disc, cash, check accepted

name on card \_\_\_\_\_

card # \_\_\_\_\_

exp date \_\_\_\_/\_\_\_\_ V code \_\_\_\_\_

address # \_\_\_\_\_ zip on card \_\_\_\_\_  
on card bill \_\_\_\_\_ bill \_\_\_\_\_

rental amt \_\_\_\_\_ amt pd \_\_\_\_\_

balance/pd \_\_\_\_\_

## PRICES AND POLICIES ARE SUBJECT TO CHANGE

NOTICE : all rights and obligations arising under this agreement shall be construed and interpreted under the laws of the State of New Hampshire and resolved under arbitration

## BEFORE YOU START...

- HAVE ONE RESPONSIBLE ADULT TAKE ALL MEASUREMENTS SO THERE IS CONSISTENCY  
Do not let the actors measure themselves or each other, or guess!
- FILL OUT ALL INFORMATION ASKED FOR ON OUR FORM  
We need ALL the information asked for to give our costume professionals the best possible picture of the size & shape of each person
- IF YOU ARE UNSURE ABOUT HOW TO TAKE A PARTICULAR MEASUREMENT, CALL US it's much better to ask - this is the only information we have in order to make your costumes fit!
- DO NOT USE GARMENT SIZES INSTEAD OF MEASUREMENTS - they are **never** the same!
- PLEASE WRITE LEGIBLY IN INK: PENCIL or colored pen WILL NOT FAX
- USE THE NOTES SECTION...
- especially for information about a person that will explain over or undersized parts - eg: actor #4 lifts weights; #5 has a belly, #2 wears a back brace and was measured while wearing it
- IF YOUR MALE ACTOR IS DRESSING AS A FEMALE - or vice versa, measure the actor in the undergarments he or she will be wearing as the character, and put the measurements on the form that reflects the sex of the character. Please alert us to this in the notes section
- \* HAVE YOUR ACTORS WEAR LIGHT WEIGHT, WELL FITTING CLOTHING - have them take off bulky sweatshirts, and empty their pockets of wallets & cell phones
- IF YOU HAVE QUESTIONS, PLEASE CALL AND ASK !

### STAND FACING THE ACTOR:

ask them their name, the character they're playing, and their HEIGHT, WEIGHT, and AGE

### CHEST-male, BUST-female

reach around the upper torso with the tape measure and measure around the biggest part under the arms



### UNDER BUST - female

-lower the tape to just under the bust



### WAIST

lower the tape to the person's natural waist. About midway between bottom rib and top of hip bone.  
This used to be the slimmest part of the torso..  
If belly is larger, measure largest part



### HIP

lower the tape again to 7-9" below the natural waist, or around the largest part



### INSEAM - male

ask the actor (male) to stand with feet about a foot apart, place the tape end at the comfortable top of the inside of one leg & measure to floor



### GIRTH - female

ask the actor to stand with feet about a foot apart, place beginning of tape at the top of one shoulder midway between neck & upper arm, run tape down back to between legs & back up to starting point in front



### WAIST/KNEE

place the tape to the side of the natural waist & measure down to the center of the knee



### WAIST/FLOOR

continue measuring to the floor

### HAVE THE ACTOR TURN BACK TO YOU

#### NECK/WAIST

find the bony bump at the base of the neck - measure from there to the natural waist



#### NECK/FLOOR

continue to the floor

#### SH-SH BACK

(stands for shoulder to shoulder)  
place the tape at the edge of one shoulder, measure across back at base of neck to the edge of the other shoulder



#### ACROSS BACK

place the tape just above one underarm crease on one side, measure across the shoulder blades to the same spot above the other underarm - this is on a plane that is 7-9" below the base of the neck - does not go under the arm



#### NECK

measure just above base of neck



#### SLEEVE

ask actor to raise right upper arm away from body about 10" with elbow slightly bent. Start tape at bump at center of back neck, measure over shoulder, around elbow, and up to bump at outside of wrist



#### BICEP

measure around widest part of upper arm



#### THIGH

measure around widest part of thigh



#### CALF -male

measure around widest part of lower leg

#### HEAD

measure around head above ears where a hat will sit  
If the actor is going to be wearing a wig, either measure head with wig on, or tell us it is head measurement without wig so we may adjust accordingly

