

tdf

costume collection

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phone. 212.989.5855 fax. 212. 206.0922 email.costume@tdf.org

September 2010



INSIDE THIS ISSUE

- 1 Summer Sale
- 2 Non-Profit Rental Services
- 3 Commercial Rental Services
- 4 Name That Show!
- 5 New Forms

Costume Collection Hours

Monday – Friday

9 AM – 5:30 PM

Final Check-out by 4pm

Summer Fridays
continue until 9/3/10

Closed Monday October 11th
in observance of
Columbus Day

Staff

Stephen Cabral, Director
Jim Crochet, Associate Director
Mark Runion, Administrator
Julie McCabe, Staff Designer
Joanne Haas, Rental Assistant
Cherie Samuel, Receptionist



Become a fan of the
tdf Costume Collection for
more news and views!

Madness and Mayhem at the Midsummer Night's Sale!

On a warm July evening, the doors to the TDF Costume Collection opened to what has become a much anticipated semi-regular event. Bag Sales have become a very popular activity at the Costume Collection and attract a wide variety of customers seeking treasure!

To mix things up this time, the staff at The Collection decided to host a two day sale spanning a Friday and Saturday in the summer to make the bargains accessible to folks that work day jobs or are otherwise too busy during the regular "school year" to attend a sale. Additionally, a few new features were tested at this sale including a silent art auction coordinated by our own Julie McCabe, as well as a pay-per-item area with a select choice of costumes. The event was enormously successful and a lot of very happy customers left with many bags of costumes and accessories.

If you missed this sale, don't worry, we will be having another on Saturday October 2, 2010. Times and reservation information will be updated soon via an email blast and Facebook.



1. Customers enjoying costumes in the pay-per-item section.
2. Overhead shot of main aisle.
3. Silent Art Auction.

The tdf Costume Collection is a program of Theatre Development Fund, a not-for-profit service organization for the performing arts. For more information go to: www.tdf.org

Flexibility and Options Abound at The Collection

New Options for Non-Profit Customers

Mail Order Services will now officially be renamed **Pulling Service**. The pulling service will be available to all organizations (including those in the tri-state area) that complete a letter of agreement with The Collection.

Pulling fees

Pulling Service is booked on a first-come first-served basis when a staff member is available. Appointments must be made by contacting the Associate Director.

- 25% of total rental (in addition to regular per costume rental rates).
- Rush pulling fee (in addition to 25% pulling fee): \$25 per costume if less than 24 hour notice.

Non-Profit Memo Services

In an effort to make it easier to take out items for off-site fittings or director approval prior to your official opening, the following guidelines have been established:

- Items may be taken out on **MEMO** up to 3 weeks prior to your opening date and may be kept for up to 5 days. If you wish to keep these items, the full rental will be added to your contract.
- You are not required to **MEMO** the entire show, only the items you need to remove from The Collection for fittings/approval.
- Fees: \$20 per costume (3 accessories = ½ costume; 5 accessories = 1 costume).
- The minimum **MEMO** charge will be a ½ costume fee (\$10).
- **MEMO FEES WILL NOT BE APPLIED TO FINAL RENTAL.**

Options Available to All Customers *(based on availability of staff)*

Personal Shopper Service: If you would like assistance while pulling--this service is booked on a first-come first-served basis by contacting the Associate Director.

- \$25 for the first hour.
- \$15 for each additional hour up to 4 hours.
- Full day rate: \$125 based on availability.

Pulling Service: If you cannot be at The Collection to pull costumes yourself, our staff can pull them based on your criteria and subject to the following fees:

- \$25 for up to 4 costumes (added to rental total).
- \$10 for each additional costume (added to established rental rate).
- Rush charges of \$50 per costume if less than 24 hour notice.

Photography Service

- \$2 per photo, Maximum of 25.
- Minimum charge of \$5.

Flexibility and Options Abound at The Collection (*continued*)

Commercial Costume Rental Services

The following services and guidelines have been established for all customers whose projects do *not* qualify for non-profit status. All commercial rentals will be at the discretion of The Collection. A current Letter of Agreement must be on file along with credit card information.

Dry cleaning will be pre-charged at a rate of \$5.25 per pound and added to your rental total before costumes can be removed from The Collection.

- WE WILL NOT RENT COSTUMES TO INDIVIDUALS FOR PERSONAL USE.
- WE DO NOT RENT COSTUMES FOR HALLOWEEN OR MASQUERADE EVENTS/PARTIES.
- COSTUMES MAY NOT BE RENTED FOR OUTDOOR USE EXCEPT WHERE AGREED UPON BY COLLECTION STAFF.

Commercial Base Pricing

- Costumes are priced based on a 7 day rental period which begins on your first shoot/performance date with prices starting at \$100 per complete costume.
- For shoots lasting more than 7 consecutive days, additional rental periods can be added to your contract in increments of 7 days beginning at a rate of \$25 per costume per week.
- You may check out or put costumes on hold up to 3 days before your first shoot date at no extra cost. (For holds longer than 3 days see below.)
- Costumes are due back within 3 calendar days from the final date of your rental period.

Commercial Hold Service

- You may put costumes on hold up to 3 days before your rental period begins at no extra charge.
- If you wish to put on hold earlier, there is a charge of \$1 per item per day; 5 day max.
- Holds longer than 5 days will be charged a flat rate.
- Items left on racks after 5 days will be charged a restock fee of \$5 per item.

Commercial Memo

- \$25 per costume fee (3 accessories = ½ costume; 5 accessories = 1 costume).
- Must be returned within 48 hours or will be charged full rental rate.
- If you decide to keep certain items, rental will begin at the end of the 48 hour memo period.
- MEMO FEES WILL NOT BE APPLIED TO FINAL RENTAL.

GO GREEN!

Bring in your own bags or luggage to help reduce waste!



Name That Show!

Photos by Julie McCabe



1) The Sound of Music; 2) Into the Woods or Cinderella; 3) Evita; 4) Into the Woods; 5) Little Shop of Horrors

If you would like to see your production featured in a future newsletter, please submit your photos along with show title, theater/production company name, and complete costume designer information to Jim Crochet at: jimc@tdf.org

601 West 26th Street, Suite 325
New York, NY 10001
(212) 989-5855 Fax (212) 206-0922
email: costume@tdf.org



Letter of Agreement

Leave this line blank

Date _____

REVIEWED

COMPANY _____

(As listed on the tax paperwork supplied to The Collection)

PHONE _____ FAX _____

EMAIL _____

PRODUCTION TITLE _____ SEATING CAPACITY _____

1st PREVIEW _____ OPENING DATE _____ CLOSING DATE _____

AUTHORIZED DESIGNER (s) *(Up to 3--Not including the person signing this agreement unless they will be at the Collection)*

COMPANY BILLING ADDRESS

SHIPPING ADDRESS (S&H Charges Apply) SAME AS BILLING

SHIP TO ARRIVE BY: _____
 UPS FEDEX

ACCOUNT #: _____
 Ground Express

AUTHORIZED SIGNATURE REQUIRED ON PAGE 2 OF AGREEMENT

Commercial Customers Only

CREDIT CARD # _____ CVC _____ EXPIRATION DATE _____

NAME ON CREDIT CARD _____ SIGNATURE _____

Staff Use Only

501 [c] 3 on File Exempt Certificate on File

Memo Mail Order/Pulling Service

NON-PROFIT RS _____ weeks @ _____ *SS* _____ weeks @ _____

COMMERCIAL RS _____ weeks @ _____ *SS* _____ weeks @ _____

OTHER RS _____ weeks @ _____ *SS* _____ weeks @ _____

DC @ _____/pound

RS= REGULAR STOCK

SS = SPECIAL STOCK

FINAL RETURN DATE _____

See next page

This letter will constitute an agreement between THEATRE DEVELOPMENT FUND, INC., as administrator of the tdf Costume Collection (THE COLLECTION) and (THE COMPANY) for the rental of costumes for the above named production. The selection of all costumes from The Collection shall be made solely by The Company's authorized representative (Designer as listed on the front of this agreement) under the supervision of The Collection's staff and subject to The Collection's approval. The Company agrees to indemnify and hold harmless The Collection in the event that The Company has misrepresented its eligibility to rent from The Collection. The Company further agrees that The Collection shall not be liable for any injury, loss or damage to The Company or its agents and employees who may enter The Collection's facilities.

1. NOT-FOR-PROFIT: The Company shall provide to The Collection a copy of its IRS paperwork of not-for-profit status (example 501-C-3, ST-119, etc.) prior to performing any work at The Collection under this Agreement.

2. TERMS OF PAYMENT: Payment in full is required prior to shipment or removal of costumes from the premises. Payment may be made by cash, Visa, Master Card, AMEX, or check payable to THE THEATRE DEVELOPMENT FUND, INC. There are no refunds or credits of any kind.

3. PENALTIES FOR LATE RETURNS (NON-PROFIT): All costumes are due back at The Collection on or before the **Return Date**, which is ten (10) days after the final performance. If any costumes are returned after this date, The Company will be charged \$15.00 for each Regular Stock costume, \$25.00 for each Special Stock costume and \$3.00 for each accessory item, for each week, or any portion thereof, past the return date until the costumes are returned to The Collection.

4. PENALTIES FOR LATE RETURNS (COMMERCIAL): All costumes are due back at The Collection on or before the **Return Date** which is (3) days after the closing date listed. If any costume is returned after the return date, The Renter will be charged \$25.00 per Regular Stock costume or \$50.00 per Special Stock costume and \$3 per accessory for each week, or any portion thereof, past the return date until the costumes are returned to the Collection.

5. BILLING: The Company shall pay The Collection, within seven business days of receiving an invoice for late returns, dry cleaning, shipping charges, and any damage done to the costumes. Interest shall be paid by The Company as charged by The Collection in the case of late payment of any invoice.

6. ALTERATIONS: Costumes are rented AS-IS. All alterations to the costumes shall be made at the sole expense of The Company and in such a way that the costumes may easily be restored to their original condition prior to being returned to The Collection. **In no case may a costume be cut or treated with glue, paint or dye.**

7. CARE OF GARMENTS: The Company will, with respect to the costumes entrusted to it under this agreement, exercise the highest degree of care for the safekeeping and preservation of the costumes rented from The Collection. The Company agrees that all costumes not returned by the first performance date specified above shall be **professionally dry cleaned** before being returned to The Collection regardless of use, and that all costumes will be maintained and returned to The Collection in good condition.

8. COMMERCIAL RENTALS ONLY: Dry cleaning charges will be assessed at a rate of \$5.25 per pound (with the exception of MEMO rentals) and added to the rental prior to shipment or removal of costumes from the premises.

9. SHIPPING AND INSURANCE: The Company is solely responsible for the pick-up and return of all costumes to and from The Collection at 601 West 26 Street, Suite 325, and for all related expenses. When the costumes are being shipped they shall be shipped prepaid and insured for \$100.00 per costume to a minimum of \$1,000.00 per carton.

10. CREDIT: The Company shall state in its production program: "The Producers wish to thank the tdf Costume Collection for its assistance in this production."

Organization _____

Authorized Signatory Name Printed _____

Title _____

Agreed and accepted (SIGNATURE) _____ **Date** _____



THE COSTUME COLLECTION
 601 West 26th Street, Suite 325
 New York, NY 10001
 (212) 989-5855 Fax (212) 206-0922
 email: costume@tdf.org

 Contract Number

Credit Card Authorization Form

****Please be aware that all charges will appear on your credit card as an entertainment expense from Theatre Development Fund or tdf.***

Name of card holder: _____

Billing Address of card holder: _____

Phone Number (s): _____

Name of Organization on Contract: _____

Credit Card Number: _____

Expiration date: _____ CVC: _____ Type of card: _____

I understand and agree that any costumes or accessories not paid for in full or returned to the Costume Collection on or before the opening day listed on my contract will be charged to this credit card. This credit card will not be charged for dry cleaning, late or replacement fees without authorizing below.

- Please use this credit card for dry cleaning charges (\$5.25 per lb.)
- Please use this credit card for late charges
- Please use this credit card for photographing charges (min. \$5)
- Please keep on file for future rentals

Signature: _____ Date: _____