

# CNY Costumes, Inc.

Mail ONLY Address: 7189 Manlius Ctr Rd., E.Syracuse, NY 13057

PLEASE NOTE - NEW ADDRESS FOR STUDIO!

Studio/Warehouse: 108 Factory Ave, Syracuse, NY 13208

Ph: (315) 308-PLAY (7529) Fax: (315) 214-8595

Fed. ID# 87-0731076



Date: 1-24-20

## RENTAL CONTRACT

Customer (Lessee): Town of Manlius Rec. Dept Production: Matilda  
Address: 301 Brooklea Dr. Phone/Fax: 315-637-5188  
Fayetteville, NY 13066  
Contact: Kristine Zingaro Title: Rec. Supervisor  
Tax Exempt? yes TE# 15-6001031 Show Date(s): 7/15-7/18 2020  
Purchase Order Required? Yes  No  Dress Rehearsal Date(s): 7/13 + 7/14  
Purchase Order # \_\_\_\_\_ Return Date: \_\_\_\_\_

### Terms and Conditions

Rental prices are quoted per week, unless otherwise stated. For longer periods, special arrangements must be made.

Costumes are rented from the Friday prior to your opening date through final performance. Costumes **MUST** be returned the first business day after the close of the show unless previous arrangements have been made with CNY Costumes. Returns received later than the 3rd day will be billed an ADDITIONAL WEEK'S rental rate PER COSTUME.

**A non-refundable deposit of \$ 500 (which will be deducted from your final invoice) is required to reserve the costumes for your date(s) of performances. Please submit your deposit with this signed contract; no order is processed until all paperwork is completed and returned.**

Rental balance is required upon receipt of costumes if a purchase order has not been submitted, unless previous agreements have been made. If a purchase order HAS been received, CNY Costumes will request the balance be paid within 10 days upon return of the costumes (after final performance). Costume pickup and return is the responsibility of the lessee if within Syracuse. Outside the Syracuse area, delivery & pick up by freight is arranged by CNY Costumes to and from your organization at an additional fee.

There may be an additional fee for non-standard sizes (those difficult to fit). Any chest, bust or waist measurement over 48 inches may incur a custom build surcharge per costume.

Minor wear is expected during the performances, however, damage is considered to have occurred by the following: tearing, burning, cutting, and missing pieces (buttons, trims, etc), excessive makeup, or damage to pants from knee slides. (We suggest you purchase other trousers to be worn for knee slides) These damages are the lessee's responsibility and will be billed accordingly. Also, any costumes NOT returned or items to be found missing will be charged for at replacement cost. (ex: \$150 to \$200 for a man's suit). This applies to damaged costumes also.

The complete rental fee will be charged for ALL articles ordered and not used UNLESS they are shipped back to CNY Costumes BEFORE the date of use, in which a \$20 restocking charge will apply for each costume returned. Costumes prepared by us and cancelled or changed at your request prior to your pickup/ship out date are also subject to a charge of \$20 per costume.

CNY Costumes will provide minor alterations according to sizes submitted, however, additional alterations may be needed. **Costumes & accessories must NOT be dramatically altered, cut or redesigned!! Any alterations must be done by hand and removed BEFORE the costumes are returned.**

This contract (upon signature) shall constitute an agreement to all of the above listed terms for costume rental from CNY Costumes, Inc.

Lessee: Kristine Zingaro Date: 1-24-20

Lessor: CNY Costumes, Inc. Date: \_\_\_\_\_  
(CNY Costumes, Inc.)