

**Prop Rental Agreement**

Rental Date \_\_\_\_\_ Show Close Date \_\_\_\_\_

Company \_\_\_\_\_  
 Production \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Contact \_\_\_\_\_ Company Contact \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Company Phone Number \_\_\_\_\_

Type of Rental:    \_\_\_ Rental    \_\_\_ Reciprocal    \_\_\_ Staff/Volunteer Loan

***Terms and Conditions***

- The TheatreWorks Props Department is open for rentals and returns **by appointment only**. We **cannot** accommodate walk-ins.
- **All appointments must be made and confirmed at least 48 hours in advance by email at [proprentals@theatreworks.org](mailto:proprentals@theatreworks.org).** You must schedule for a rental **and** drop off appointment time.
- **You may not make an unscheduled drop off. Doing so will result in loss of deposit.**
- **Please arrive at your appointment on time** or contact us if you are going to be late or miss an appointment.
- All rentals come with a **\$25 pull fee** per 45-minute rental appointment. If your rental exceeds 45 minutes, you will be charged for two rental sessions.
- Deposit check of at least 50% of total value of rental will be required for all rentals. ***This check will not be cashed except in the case of extreme damage, late return, or failure to observe the rental contract conditions.***
- **If you plan to rent large furniture, you must bring enough people to move and load it. You must provide your own rope, straps, and moving blankets.**
- Transportation is the responsibility of the renter.
- All items must be returned in as good as or better condition as when received.
- Any alterations **must** be approved by the TheatreWorks Props Manager in advance on the rental form.
- Renter will pay the replacement cost of lost or damaged items.
- Any rental delinquent after 14 days will lose its deposit.
- All renters are responsible for restocking their own items under the supervision of the props rental person.
- **We do not loan:** weaponry, loose foliage, dish and glass sets, or any irreplaceable items.
- The TheatreWorks Props Department reserves the right to restrict rentals on items as dictated by in-house needs.
- The TheatreWorks Props Department reserves the right to be unavailable for rental appointments due to in-house production demands.
- Failure to abide to the above terms will result in loss of deposit and future rental privileges.

X \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
 Renter Props Manager- TheatreWorks

TRANSACTION NUMBER		RENTAL SUBTOTAL	
		PULL FEE(S)	
DEPOSIT AMOUNT		TOTAL COST	