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. 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 rental. 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

<table>
<thead>
<tr>
<th>TRANSACTION NUMBER</th>
<th>RENTAL SUBTOTAL</th>
<th>PULL FEE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPOSIT AMOUNT</td>
<td>TOTAL COST</td>
<td></td>
</tr>
</tbody>
</table>