



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

3/18/19

AGENDA ITEM (ACTION ITEM):

Consider/Approve Rental agreement with Costume Gallery for costume rentals for Scott High School Spring Show, The Tempest.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Scott High School is performing The Tempest for our Spring Show and need to rent costumes from Costume Gallery.

FISCAL/BUDGETARY IMPACT:

\$1320.00 paid out of Scott Drama Activity Fund

RECOMMENDATION:

Approval of Costume rental agreement with Costume Gallery for the Scott High School Spring Show, The Tempest.

CONTACT PERSON:

Andrew Harris, Teacher/Drama Director


Principal


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Costume Gallery – Newport, LLC
638 Monmouth St., Newport, KY 41071
859-655-9419
costumegallerynewport@gmail.com

2019 Theatre Rental Agreement

Show The Tempest Production Company Scott High School

Contact Person _____ Cell _____

Email: _____ Rental charge: \$65.00 - \$100 per costume

Pick-Up Date 4/5/19 - Friday after 3pm. Return Thursday, 4/18/19

Production Dates: 4/12-13/19

RENTAL FEE POLICIES

- Costumes rented to Educational Institutions or Company is to be reserved via PURCHASE ORDER, CREDIT CARD or by letter of authorization from Principal, Treasurer, and etc. stating that the Educational Institution or Company will be responsible for payment.
- Costumes are not considered reserved unless a signed contract has been received by Costume Gallery-Newport, LLC.
- An initial invoice of 50% of the approx. rental charges will be issued upon booking. A purchase order, check or charge card number is required to complete reservation. Costume Gallery-Newport, LLC will billed 50% upon receiving P.O. Balance will be billed after return and check is is completed.
- There maybe be an additional charge for plus size costumes.
- There is an additional charge of half the base cost for 2nd week of rental.
- Replacement Costs
 - The designer/theatre will be held responsible for any article missing or damaged.
 - The designer/theatre will be billed for all replacement costs as determined by Costume Gallery-Newport, LLC
 - Deposits can and will be used as partial payment towards cost of costumes or against replacement costs.
 - -Each costume must be returned in the same manner as received on hangers, in plastic bags, with **INDIVIDUAL TAG** attached. Failure to do this results in an extra charge of 10% of the total rental.
 - -Renter will pay alteration charges and/or re-stock fee of 25%-75% on cancelled or "on approval" costumes.
 - -Renter will pay full rental on unused costumes kept during production.
 - -Items in boxes should be packed with heaviest (shoes) first and then lightest (hats).
 - -Do not re-use boxes crushed during previous shipping.
 - -Renter will pay replacement costs for any loss or damage to costumes, which includes improper shipping.
 - Missing Items must be returned within two (2) weeks of notice. If not then items will be billed for replacement.
 - -Unreturned specialty hangers (plastic swivel, clip, wooden) will result in a \$3 charge for each.
 - -Late fees are assessed at 20% of the rental fee per day.
 - -No smoking, eating or drinking (except water) in costume, except as required by script.
 - -No altering of any costume without permission from Costume Gallery. Do not cut, tape, staple, glue or 'distress' costume.
 - -Keep all costumes within Production Company premises at all times.
 - -Renter will pay for cleaning of excessive makeup stains--heavy powdering & use of Barrier spray can help prevent this.
 - -Renter will avoid sets with wet paint etc. while in costume.
 - -Renter will pay for insurance and shipping (UPS or FedEx ONLY), unless otherwise agreed to in writing.
 - -Renter pays for all costs and/or legal fees incurred in pursuit of late or unreturned costumes.

***COSTUMES DO NOT LEAVE COSTUME GALLERY WITHOUT AN ESTABLISHED PAYMENT METHOD. ***

Billing Info: Production Company Name Scott High School
Primary Contact Andrew Harris Email andrew.harris@kentuckyshock.us
Address 5400 Old Taylor Mill Rd City Taylor Mill State KY Zip 41015

P.O. # or Authorized Payment Form attached 4822

Credit Card Billing Information

Credit Card # _____ Exp. _____ Security Code _____

Name On Card _____

Billing Address with City, State, Zipcode _____

Authorized signature: _____ Date _____