

The Play Group Theatre® RENTAL ORDER FORM

Name/Organization		
Address		
City	State	Zip
Contact Name		
Title		
Phone		
Email		
Shipping Address <small>(If different than Organization Address)</small>		
<small><input type="checkbox"/> Expedited Shipping <input type="checkbox"/> UPS 2nd Day <input type="checkbox"/> UPS Ground <input type="checkbox"/> U.S. Postal Service</small>		

Payment Type <i>(circle one):</i>	
Check# _____	MC VISA Amex Cash
TOTAL DUE \$	
<i>Card Number:</i>	
<i>Expiration Date:</i>	<i>Security Code :</i> <small>(3-digit for MC Visa; 4-digit for AMEX)</small>
CCard Billing Address <small>(If different than Organization Address)</small>	
<small><input type="checkbox"/> Security Deposit only <input type="checkbox"/> Fees and Security Deposit</small>	
<i>Signature</i>	
<small>All orders must include valid credit card information for security of item return. Renter is responsible for any costs related to shipment, repair and/or replacement of rented items. Late returns will accrue additional week(s) of rental cost.</small>	

Production Information:

Show Title _____

Opening performance ____/____/____ Closing performance ____/____/____ # of performances ____

Venue Address *(if different than organization address)* _____

Venue Phone # *(if different than organization address)* (_____) _____ - _____

Rental period begins ____/____/____ Rental period ends *(next business day after closing)* ____/____/____

Returns of costume, prop and scenic rentals must be received by The Play Group Theatre within one week after your closing (Pinocchio nose rentals: 2-Day shipping via UPS or FedEx only). You will not be charged for the time between your closing and receipt by PGT if the items arrive during that time. After 5 business days, you will be charged an additional week's rental each week.

If applicable, your security deposit will be refunded after timely receipt of the undamaged returned rental items.

Your signature below acknowledges the above terms and conditions.

YOUR NAME _____ TITLE _____

SIGNATURE _____ DATE ____/____/____

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Props Rental:

Item Description	First week rate	Add'l week rate	# of Add'l wks	Subtotal
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
Total Props:				_____

Scenic Rental:

Item Description	First week rate	Add'l week rate	# of Add'l wks	Subtotal
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
Total Scenic:				_____

Costume Rental:

Item Description	First week rate	Add'l week rate	# of Add'l wks	Subtotal
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
_____	_____ x 1 +	_____ x	_____ =	_____
Total Costume:				_____

+ Total Props: _____

+ Total Scenic: _____

Props + Scenic + Costume Total : _____

+ Security Deposit*: _____

= Props + Scenic + Costume = Grand Total : _____

*Most prop rentals require a security deposit of two add'l week rental fees. This is run only as an authorization (not a charge) during the rental period. Renters are responsible for all additional rental charges, repair charges and/or the full replacement cost of rental items for their rental through item return.