

# TheatreWorks

S I L I C O N V A L L E Y

## 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**.
- **All appointments must be made and confirmed at least 48 hours in advance by email at [proprentals@theatreworks.org](mailto:proprentals@theatreworks.org)**. Even if you have made an appointment with the costume department, you must make a separate appointment with the props department. You must call 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.
- Minimum rental charge is \$20.00.
- Deposit check for \$100 or 50% of total value of rental (whichever is greater) will be required for all rental/loans. *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 alteration **must** be approved by the TheatreWorks Props Manager in advance on the rental form.
- Renter/borrower will pay the replacement cost of lost or damaged items.
- Any rental/loan 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