



PROP RENTAL AGREEMENT 2017/2018

RENTER INFORMATION:

COMPANY/ ORGANIZATION NAME: _____

RENTER NAME: _____ PHONE NUMBER: _____

ADDRESS: _____
STREET ADDRESS UNIT # CITY POSTAL CODE

RENTAL PERIOD: _____
PICKUP DATE RETURN DATE

METHOD OF PAYMENT: _____ DEPOSIT: _____

ITEM(S) INCLUDED IN RENTAL:	RATE/WEEK:	PRICE:	RETURNED:
	SUBTOTAL:		
	LATE FEES:		
	TOTAL DUE:		

RENTER SIGNATURE: _____ DATE: _____

FIREHALL SIGNATURE: _____ DATE: _____

TERMS AND CONDITIONS

1. The rental fee is a minimum of \$5 per week. (See rental fee chart below.) Rental fees are charged from the pickup date through the run of the show and must be returned within seven days of the closing performance. The minimum rental period is one week.
2. The rental fee is due at the time props are picked up.
3. A refundable security deposit of no less than \$25 and up to the replacement value for all props rented will be collected at the time of rental to cover damaged and/or lost props.
4. There will be a late fee of \$2 per prop, per day for props returned more than seven days after the expected return date. If you know you will not be able to return rented props on time, please call to make new arrangements.
5. Props may not be altered without written permission from the Firehall Arts Centre PRIOR to alteration. All props approved for alteration must be restored to their original condition prior to being returned.
6. All dishware, cups/glasses, utensils, etc. must be washed before being returned.
7. Deposit and rental fees can be paid in cash or by check, made out to "Firehall Arts Centre."
8. No props may be put on hold.
9. We reserve the right to refuse lending or renting of properties to any person or organization that does not comply with these regulations. Repeated violations by an individual and/or group will result in loss of rental/loan privileges.

RENTAL RATES:

Hand Props (single) \$5.00

Hand Props (if renting several pieces then up to 4 individual items) \$10.00

General Furniture (chairs, end tables, benches, crates, etc.) \$10.00

Practicals and Large/Specialized Furniture \$15.00

Custom Made or Unique Pieces (depending on size and condition) \$20.00 - \$50.00

All rental prices determined by prop stock manager.

Deposits will be based on rental rates and determined by the prop stock keeper when rented.

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS:

SIGNATURE OF RENTER: _____ **DATE:** _____