



THE COLLECTIVE FACE  
THEATRE ENSEMBLE

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     \_\_\_ Loan to Student/ Volunteer

Terms and Conditions

- The Collective Face is open for rentals and returns **by appointment only**.
- **All appointments must be made and confirmed at least 72 hours in advance by email at [collectiveface@gmail.com](mailto:collectiveface@gmail.com).** 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.
- **If the rental props are not returned in as good as or better condition as when received a bill of the value of replacement or cleaning/fixing will be placed on the Prop.** \*\*For students who borrow props and do not return them in satisfactory condition a hold may be placed on their account at their host institution.
- **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.
- Any alteration **must** be approved by the Collective Face 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.
- Collective Face reserves the right to restrict rentals on items as dictated by in-house needs.
- Collective Face 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 \_\_\_\_\_  
Renter

X \_\_\_\_\_ Date \_\_\_\_\_  
Collective Face Representative