



3991 Camino Ranchero  
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<http://www.animalmakers.com>

## Costume and Puppet Rental Information Package

Please include the following sheets filled out and signed:

1. Company and Show Information
2. Rental and Sales Policy
3. Prop Release

## Company and Show Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Shipping Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

FedEx Acct# \_\_\_\_\_ UPS Acct# \_\_\_\_\_

Contact Person: \_\_\_\_\_

TELEPHONE: (Please include area codes)

Accounting Phone: \_\_\_\_\_

Accounting Fax : \_\_\_\_\_

Production Phone: \_\_\_\_\_

Production Fax: \_\_\_\_\_

Show Name: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Salesperson: \_\_\_\_\_

# Rental and Sales Policy



## BY APPOINTMENT ONLY

Visits to the shop must be approved prior to visit, please call or email us at:  
[info@animalmakers.com](mailto:info@animalmakers.com)



## SECURITY DEPOSITS

1. Security deposits are fully refundable when the item comes back on time, undamaged, and otherwise in similar condition as when it left the studio.
2. The deposit shall be equal to the purchase price (replacement) value.
3. Rentals for items valued at \$5000 or more require a Certificate of Insurance that covers loss and damage, deposit will equal the deductible.
4. International rentals provide full replacement value as a deposit.
5. Deposits can be made using any method mentioned in "PAYMENT METHODS".
6. Credit card deposits will be authorized, with all holds dropped upon successful completion of the rental.
7. If the rented item is out longer than already paid for, the credit card will be charged for the additional costs.
8. If your rental is longer than your contracted days, the full, longer rental amount will be charged to the deposit.



## VALID IDENTIFICATION IS REQUIRED FOR ALL RENTALS OR SALES



## PAYMENT METHODS

1. Accepted: Cash, VISA, MasterCard, American Express, and PayPal
2. Not accepted: Personal Checks
3. All rental/sales fees are payable prior to receipt of item.
4. All items rented or sold "as is" presented online and in communications.
5. Work on your order starts upon acceptance of payment by AMI.
6. A Credit Card Authorization form signed by the credit card holder must be on file for all CC payments.
7. Client agrees to pay all reasonable collection and legal fees incurred in collection of any money owed or in enforcing any terms of this agreement.
8. Processing any order online requires acceptance of this agreement, even if the client presents their own terms after the fact. This agreement will stand in force until replaced or changed by any additional paperwork approved.



## CLEANING FEE

1. A cleaning fee of 10% of the rental amount total is charged on all costume or puppet rentals.
2. If the item is soiled or damaged beyond economical repair, you will be charged the "VALUE" of that item.



## LABOR FEE

1. There is a \$125/hr labor fee required for an in-house tech to do research, send additional photos, pull stock for a presentation, prep for show & tell meetings, etc. Minimum charge is one hour.
2. Labor Fee is due regardless of rental or sale.



## TERMS & DEFINITIONS

3. 3 Day Rental consists of 72 hours, or part thereof;
4. 1 Week Rental consists of 7 contiguous days, or part thereof;
5. 2 Week Rental consists of 14 contiguous days, or part thereof;
6. All Rentals are "As Is".
7. "As Is" refers to the exact condition of the item as shown in the online store;

8. All sales and rentals are final;
9. Rental period commences upon shipment of rental item(s) from AMI;
10. Rental period ends upon receipt or rental item(s) at AMI;
11. No stock photo or video inclusion without written approval by AMI.
12. All models offered by Animal Makers are to be considered original art and may not be duplicated, physically or electronically, without prior written consent.



#### FITTINGS & TRYOUTS

1. Costumes can be dressed onto actors during fitting session.
2. Prices are \$750/4 hours, \$1500 for 8 hours. Price includes an experienced costumer, changing rooms, dressing area, large presentation area, convenient parking, wireless connectivity and a meeting room (at client's request).



#### COSTUME & PUPPET MEDIA USAGE

1. Rental amount includes a single media use, for a single publisher;
2. Animal Makers Inc. owns the underlying rights to its original artwork;
3. Additional media uses are usually charged at 75% of original rental;
4. If additional usage is not revealed, but instead, is discovered after the fact by AMI, then that additional usage will be charged at 150% of original rental amount;
5. Individual media uses include: broadcast, internet video, print media, print advertising, labeling, merchandising, 3D media, and others;
6. Prop Release Available at this [link](#):
  1. [<http://www.123formbuilder.com/form-4101879/Media-Use>]

#### CANCELLATIONS

4. Any processed order that is cancelled at a later date, for whatever reason, will be subject to restocking fees as listed below:
  1. within 24 hours: 10% of order total
  2. within 48 hours: 20% of order total
  3. over 48 hours later: 30% of order total

#### READ AND ACCEPTED:

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**SIGNATURE**

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**PRINT NAME**

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**COMPANY NAME**

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**EMAIL / PHONE / DATE**

**This form is online at:**

<http://www.123formbuilder.com/form-4101879/Media-Use>

**ANIMAL MAKERS INC.**  
**PROP RELEASE APPLICATION**

**Project Name\***  
Enter the name of your project. Examples are: Cadbury Easter Campaign, or, "Batman, the Dark Knight".

**Episode Title\***  
For movies, enter the movie name; for TV enter the episode name; for Advertising enter the episode name.

**Multiple choice\***

Single Edit, multiple distribution outlets  other:  
 Buyout

**Name\***

**Address**

**Signature\***  
Prop or Costume copyright release requested as described in this form. Any other uses are considered part of a BUYOUT, and are chargeable at 200% of contract rental rate. Signature indicates acceptance of Animal Makers Rental / Sales Policy [<http://animalmakers.com/content/rental-policy-may-2018.pdf>]