

Stage Coach Players
Rental/Loan Agreement Form

Equipment Costumes is/are to be Rented Loaned
 Member Non-Member to a Profit venture Not-for Profit Venture
 for use in a

Name of person taking items _____

Address _____
 (Street) (Town) (State) (ZIP)

Phone Number _____ Organization Name _____

Date Items Taken _____ Date Items to be returned _____

<u>Number</u>	<u>Type</u>	<u>Description</u>	<u>Est Value of Items</u>

Use another sheet if necessary to catalog all items taken. Keep all related sheets together

Deposit amount received \$ _____*
 (Deposit should be \$25 minimum or 10% of total estimated value, whichever is greater)

If a credit card is used for deposit—Card type _____ Card Number _____

Card Expiration Date _____ Card Code (3 numbers/back of card) _____

SCP Signature _____ Customer Signature _____

Items were returned on (DATE) _____

Items were in Clean and satisfactory condition Unsatisfactory condition

Amount of deposit retained to cover cleaning/repairs \$ _____

SCP Signature _____ Customer Signature _____

***Note:** Items with a cumulative estimated replacement value in excess of \$500.00 cannot be rented or loaned without prior board approval

