

# Yale School of Drama Costume Collection

149 York Street, New Haven, CT

Jamie Farkas, Manager

203-436-0501

Jamie.farkas@yale.edu

## Rental and Borrowing Policies and Guidelines

The Costume Collection is open to theatrical communities inside and outside of Yale University. Groups within the Yale School of Drama have priority over others.

Please read over this page and complete the attached forms so the borrowing or renting process can flow smoothly.

### **Hours & Appointments**

Costume Collections Hours are by appointment only. Appointments should be made a week in advance for viewing, pulling, or returning costumes. Available hours are **10-6 Tuesdays, 2-6 Mondays, Wednesday, and Fridays**. When you arrive, there will be a grey intercom to the right of the door. Press the button labeled "Costume/ Prop" to be buzzed in. Costumes may be put on hold a maximum of four weeks before opening night, and checked out a maximum of three weeks before opening night. When requesting an appointment, please provide an estimate of how long your pull will take.

### **Pulling and Checkout**

Measure all actors before coming to the Collection; you will not be permitted to pull from the Collection without measurements. Food and Drink are not permitted in the aisles. Multi-piece costumes such as suits or period gowns may be checked out separately, but bring the full costume to checkout. Fittings are not permitted on the premises.

### **Returns**

Costumes are due back to the Collection within seven business days of close of show. An appointment must be made for costumes to be checked back in. Late fees of \$10 a day will be charged for up to two weeks after the return date. After that, the full price of any missing items will be charged. For large pulls, please put costumes in order of invoice to avoid lengthy check-in appointments. Return measurement tags with their items and notate any size changes. Carefully check for pins and needles before returning. If you anticipate a delay in your return, please immediately notify the Manager to negotiate a new return date.

### **Dry Cleaning**

All rentals must be returned professionally dry cleaned with receipts attached unless other instructions are written on the invoice.

Eligible undergraduate groups may return non-dry cleaned costumes and the Collection will arrange for dry cleaning. The dry cleaning cost will be added to your rental. Please ask if your group qualifies. Yale Dramat productions do not qualify.

### **Alterations & Care**

Cutting, dying, and other permanent alterations of costumes are not allowed. Minor non-permanent alterations are permitted. Safety pin or sew your name labels; do not use tape.

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## **Payment Information**

A Rental Pricing Guide is attached at the end of this packet. More pricing is available upon request, and prices are subject to change.

### **Yale affiliates**

The provided Workday Charging Instructions will only be processed upon the return of all items to the costume shop after dry cleaning. The provided account will be charged for any items kept out past opening night, whether or not they were used, any late fees, and any damaged or missing items.

### **Yale undergrads**

You need to provide the following before an appointment:

1. Measurements of all your actors (In inches, not store sizes)
2. A list of all the looks you intend to pull during your appointment
3. Sudler/CPA grant approval: Workday charging instructions/COA emailed to me from the Head of College's Office with your costume budget

**\*All of these must be completed prior to your appointment.\***

### **Yale Dramat**

You need to provide the following before an appointment:

1. Measurements of all your actors (In inches, not store sizes)
2. A list of all the looks you intend to pull during your appointment
3. Your designer must be present at all pulls

**\*All of these must be completed prior to your appointment.\***

### **Non-Yale affiliates**

Please bring one Security Deposit check at time of pickup. A Rental Fee check covering the full rental fee of all unreturned items must be delivered by opening night. Checks may be made payable Yale University.

Security Deposits are 25% of the full value of all rented costumes, but no less than \$150. Deposits are refunded upon return of all costumes, dry cleaned, and in good condition. Damage or loss of costume will cause forfeiture of part of, or all of the deposit. Additional charges may be billed if damage or loss exceeds the deposit. Any unmade payments will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

**Sales Tax:** If your company is non-profit, please fill out at Cert 119 and provide a copy of your Tax Exempt Certificated. You must pay with a check that matches the informations on the tax exempt form.

## **Directions**

From I-91 and I-95: Take the New Haven Downtown Exit (Rt 34). Proceed onto N. Frontage Rd, and take a right onto York Street. 149 York Street is on the right, between Crown and Chapel. Call 203.436.0501 when you arrive. Please email if you are running late.

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## Yale Undergraduates and Dramat:

Please use the following hyperlink or copy/paste the following into your browser. You must complete this form in order to trigger a first-appointment request with the manager.

[https://yalesurvey.ca1.qualtrics.com/jfe/form/SV\\_0p1t2mqX5Y389dH](https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_0p1t2mqX5Y389dH)

## All Other Renters:

Please complete and return to me the following information prior to your first appointment.

Renter/Borrower's Name:

Cell Phone:

Production Name:

Company/College/Dept.:

Venue:

Performance Dates:

Date of first fittings:

Name of person running wardrobe during the show:

Do you have all actor's measurements:

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## Rental Pricing Info

### **BASICS**

Jacket and Blazers - contemporary	\$24
Pants and Slacks	\$11
Vests	\$11
Blouses, Shirts, Sweaters	\$11
Suits - 2 / 3 piece	\$32 / \$43
Cutaways, Tux, Tails	\$27
Robes, Kimonos	\$22
Coats, Overcoats, Raincoats, Capes	\$22
Dresses, Contemporary- Casual /Formal	\$25 / \$40

### **ACCESSORIES**

Hats, Headpieces	\$11-30
Aprons, Gloves, Scarves, Purses	\$6-16
Nightgowns, Pajamas	\$6-16
Shoes	\$6-16
Neckties, Bowties, Belts, Cummerbunds, Suspenders, Socks, Handkerchiefs	\$3-7

### **PERIOD**

Doublets	\$25
Frock Coat	\$27
Pants, Fancy	\$22
Pants, Distressed/Basic	\$11
Hats	\$16
Bodice	\$22
Skirt	\$25
Petticoat	\$16
Gowns	\$75
Suits (Men's)	\$70
Accessories - undergarment, shoes, headpieces, hats	\$16-48

### **MILITARY UNIFORMS**

Jackets	\$27
Pants	\$11
Hats	\$11-32

### **FANTASY - CIRCUS & COMMEDIA**

Costume pieces	\$27-80
Accessories - hats, wigs, masks, etc.	\$11-32

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## Dry Cleaning Estimates

This is a log of dry cleaning receipts from Executive Cleaners on Howe St. Other Cleaners in New Haven may have higher prices. This list is for estimates, and for undergrads to budget their dry cleaning expenses.

Shirts, Skirts, Sweaters, Pants, Vest, Ties	\$6.65
Coats, Basic	\$15-\$27
Coats, Fur trim	\$29
Coats, Leather	\$60+
Cape	\$25
Robe	\$29
Dresses, Simple	\$14
Dresses, Maxi/Classy	\$18
Dresses, Special care	\$51
Dresses, Lined	\$25
Skirts, Heavy/full	\$22
Hoop Skirt	\$28
Blazer/ Sport Jacket	\$9

**Additional Charges for Silk, Velvet, Beaded and Specialty Items.**

**All Leather Items are sent out to be cleaned and will take several weeks.**

**There is a 10% discount when garments are paid for in cash at the time of drop off.**