



HERSHEY AREA PLAYHOUSE

PROP/SET RENTAL AGREEMENT

(revised January 2022)

The following contractual agreement is entered into between *Hershey Area Playhouse, 803 Cherry Drive, Hershey, PA* and
(RENTER)

Name of Contact: _____

Contact's Phone Number: _____

Contact's Email Address: _____

Below are listed the standard rental rates for props and set pieces.
Each rental has a maximum of 6 weeks, unless otherwise
negotiated.

Props: Minimum Rental is one week, Maximum is six weeks

Small hand props (handbags, suitcases, fruits, vegetables, books, etc.)

- \$5.00 per week per piece, \$15 per month

Large props (tea cart, Lamps, mirrors, weaponry, etc.)

- \$10 per week per piece, \$25 per month

Set Pieces:

Occasional Furniture (desks, chairs, bookcase, small end tables, trunks, etc.)

- \$10 per week per piece, \$30 per month

Large Furniture (couches, upholstered chairs, chaise, dining tables, etc.)

- \$15 per week per piece, \$40 per month

Specialty Pieces (coffins, Cinderella's carriage, bridges, Once Upon a Mattress beds, windmills, tombstones, fireplaces, etc)

- \$25 per week per piece, \$70 per month

Please provide the name of the show(s) or event(s) for which you are renting.

General Provisions:

- Please arrive at your appointment on time or contact us if your or going to be late or miss an appointment.
- A deposit check for \$100 or 50% of the total value of the rental (whichever is greater) will be required for all rental/loans. This check will not be cashed except in the case of extreme damage, or failure to observe the rental contract conditions.
- You must bring sufficient personnel and vehicles to load and safely transport the items to be rented including your own straps, ropes and moving blankets.
- Transportation is the responsibility of the renter.
- All items are rented "as is" with the understanding that they may have imperfections.
- All items must be returned in as good or better condition as when received.
- Any alteration of the rented item or change of color must be preapproved by the Hershey Area Playhouse contact.

- Renter/borrower will pay the replacement cost of lost or damaged items. This cost will be determined by the rental manager based on current replacement costs, not market value.
- We do not loan loose foliage, dish and glass sets or any irreplaceable items.
- The Hershey Area Playhouse reserves the right to restrict rentals on items as dictated by in-house needs.
- All appointments must be made and confirmed at least 72 hours in advance. Both pickup and dropoff times must be scheduled prior to the rental being approved.
- The Playhouse works with one person as a contact for rentals.
- The renter shall pay the Hershey Area Playhouse within 7 business days of the return of the items.
- Failure to abide by the above terms will result in loss of deposit and future rental privileges.
- Non-liability of Hershey Area Playhouse: Hershey Area Playhouse is not responsible or liable to the renter, its employees, volunteers, independent contractors, and agents for personal injury or death to any person, or property damage arising out of or in connection with said items owned or leased by Hershey Area Playhouse. The RENTER agrees to use items specified on the INVENTORY SHEET as the RENTER'S own risk.
- The RENTER will provide program acknowledgement for the rental services.

INVENTORY SHEET:

The props and/or set pieces that are being requested are as follows. Please be as descriptive and specific as possible.

Rental Start Date: _____

Rental Return Date: _____

This letter will constitute an Agreement between Hershey Area Playhouse and Renter (as listed above). By signing below you are agreeing to the following:

- The above mentioned rental items are the property of **Hershey Area Playhouse** and may not be modified in any way without expressed written consent of the Playhouse.
- A \$5 per day per rented item fee will be levied for every additional day past the agreed upon rental return date. (There will be an exception granted if the late return is the result of the Playhouse Staff being unavailable.)

I, Jill Panyard (Renter Contact), agree to these

above terms and rental pricing on behalf of Encore Home School
Productions (Organization).

Jill Panyard
Renter Contact

Hershey Area Playhouse.
Staff/Board Rep.