

# Gallery Theater



## Script Check out Agreement for Rented Materials (scripts, librettos, music, scores, etc.)

1. Scripts are to be checked out from the box office. A \$25 refundable deposit is required if a script is required for your role. We will hold on to the deposit and return it if the script is returned to us on time and in the same condition as it was received.
2. Scripts must be turned in by the last performance of the show run. They are to be collected and checked off by the director or designated person by closing night. Deposit checks will then be mailed back. Scripts also may be turned in to the box office before closing night during box office hours (Tues-Fri, 12-6 pm).
3. Rented materials must be returned in as good a condition as they were received. If you need to mark in your score or script, you must use pencil and the marks must be completely erased BEFORE turning them in. The director or designated person is responsible for checking to make sure scripts are cleaned of all pencil marks before marking them in as returned. Please **do not** remove the red rental sticker from the book.
4. You will notify your director asap or by the last performance if your script is lost.
5. Your deposit check or cash will be deposited in our bank account if books are not returned by the deadline or are returned damaged (coffee or soda stains, torn pages, etc.) or with pencil marks.
6. Once your script has been checked out to you, you are responsible for it and must not trade with someone else.

Show: \_\_\_\_\_ Director: \_\_\_\_\_

Script #: \_\_\_\_\_ Type: \_\_\_\_\_

Your script is due back no later than: \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Name: \_\_\_\_\_ Age: (If under 18) \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below, you agree to return your rented material in good condition and clean of pencil marks by the due date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation: It is essential that we maintain control of rented materials used for shows performed at Gallery. Most royalty companies require that all rented materials be returned within 3-7 days of the closing date of a show or penalties will be assessed. In many cases, the \$25 deposit won't cover the replacement fee for a lost item. Some can charge up to \$20 per day for each day that one script is late. Multiply that by a cast of 35 and things can get out of control quickly. Our show budgets are developed with the understanding that all materials will be returned on time. Thank you for your cooperation.

Office : Date returned: \_\_\_\_\_ Condition: \_\_\_\_\_ By: \_\_\_\_\_

Deposit returned: \_\_\_\_\_ Comments: \_\_\_\_\_