



222 Islington Avenue, Unit 8, Toronto, ON M8V 3W7
416.531.2591 ian@iandrummondcollection.com

Rental Contact Information

Working Title:

Production Dates: _____ to _____

Production Company:

How should invoices be addressed:

Production Manager:

Name Phone and Email

Accountant:

Name Phone and Email

Costume Designer/Stylist:

Name Phone and Email

Assistant Costume Designer:

Name Phone and Email

Wardrobe Supervisor/Coordinator:

Name Phone and Email

Share Dropbox to:
(access to reference photos, invoices
as needed)

Fed Ex Number:

**Shipping/Costume Dept.
Information:**
(if different from Production
Address)

**Federal Identification Number
(FIN) (USA Only):**



Terms & Conditions

Contact information must be submitted prior to initiating any studio services.
Security Deposit and Signed T&C must be completed prior to release or shipping.

Production Rental Period: 16 weeks
Extended Rental: After 16 weeks the rental fee will be prorated at 25% per calendar month
Spec: 30% GTA: 48 hours Out of Town: 7 Business days Extended Spec: Please inquire
Hot Hold/Picture Lock/Embargo: 16 Week rental fee applies

Security Deposit:

Ontario \$1000 CAD
In Canada \$2000 CAD
International \$5000 USD

Production companies with a poor payment history may be required to pay 100% of the rental prior to shipping.

Security deposits are not prepayments for invoices. They are held in reserve for potential loss and damage to rental stock. Ian Drummond Collection Inc. always prefers payment by cheque. There will be a minimum \$20 convenience fee for processing Credit Card deposits and payments. *Theatrical Rental/T&C – please inquire.*

Shipping

All costs associated with shipping are the responsibility of the production company. We are experienced with world-wide shipping using most standard shipping services. ECrate rental fee: \$35 per Packing and Handling: \$5/box

Conditions of Clothing Rentals:

Any missing items/inventory number discrepancies/condition issues must be reported to IDC INC. within 48 hrs of receipt. All goods must be returned in the same or better condition. Drycleaning is the responsibility of the production, or a minimum \$25/item + \$30/hr handling fee for our service applies. Minor, reversible alterations are permitted. i.e. hems, waist and sleeve alterations. Major alterations must have prior authorization. \$50/hr fee applies to reverse alterations or repair damages. No breakdown or overdyeing without prior authorization. Minor hanger/bin/hat box/muslin rental fees (.20 – 2.00/ea.) apply. Replacement values of lost or damaged garments are set at 10X the rental value. Replacements and substitutions for lost or damaged garments may be considered, but the final decision is up to Ian Drummond Collection Inc.

Name (printed legibly/typed)

Date

Signature (applies to all and future rentals for the production period)