

Yale School of Drama Inventory

The Yale School of Drama has an inventory of expendables and common use items from which they allow Yale students to make purchases. In addition to everything the OUP can provide, the School of Drama has lighting gel, lumber, hardware, and much more. If you plan to use the YSD inventory, please make a list of everything you want to purchase and bring it to the OUP Technical Director assigned to you who will help you complete the purchase through YSD.

Yale School of Drama Props Warehouse and Costume Collection

The Yale School of Drama has an extensive warehouse of props and furniture which have been made available for undergraduate rental. Additionally, the Yale School of Drama Costume Collection allows rental to undergraduate productions. Each collection has their own rules and guidelines for rental and return. The following pages are the current guidelines and forms that are needed for rental.

It is important to schedule appointments with the YSD and follow their rules closely. They are not required to rent to undergraduates, and violation of their rules can have consequences for all student projects. If you plan to rent from the YSD Props or Costume Collection, it is important that you schedule your rental well ahead of time. ***You must also arrange for the return of the rented items at time of rental! Know your rental return plans at the time of strike.***

The fees for the Props Warehouse and the Costume Collection are subject to change and updated yearly. Please contact them directly for the most current applicable fees.

Yale School of Drama/ Repertory Theatre Properties Warehouse Guide As of September 2011

The School of Drama/Repertory Theatre Properties Warehouse is open to all community members within and without Yale University. The rental of properties is on availability. Groups within the School of Drama have priority over all outside users. The Yale School of Drama reserves the right to deny rental to any party due to scheduling conflicts, prior obligations, or abuse of the rules that follow.

Hours & Appointments

The warehouse is open Tuesday through Friday, 2:30-5:00p.m. Before visiting the warehouse, you must call (203) 432-6405 and setup an appointment at least one business day in advance of your arrival. This is to ensure that personnel will be available to help you with your rental. In case of emergency closure, you will be notified by phone or email.

Rental Fees

There is a **minimum** rental fee of \$85.00 for any properties rented from the warehouse. The minimum rental will cover 2-4 large props OR 10-15 small props for a maximum of four weeks. The rental charge will be set at the time of the rental and will vary with the complexity, uniqueness, value, size, and length of rental of the props at the discretion of the warehouse manager.

Deposit

A minimum deposit fee of \$170.00 is required of all rentals. In most circumstances, the warehouse manger will set the deposit fee at two times the rental fee. However, fees may be higher depending upon the number of items and the value of the properties rented. Deposit fees will be returned in full with the return of all properties in their original condition. Painting, defacing, or damaging any rented properties will cause forfeiture of part or the entire rental deposit.

Properties Pickup

Personal pickup of properties is available by appointment during normal warehouse hours. Schedule your arrival at the warehouse well in advance of closing time. The warehouse manager will make last call at 4:40 p.m. and will close promptly at 5:00 p.m. **You must bring enough personnel to move the properties from the warehouse to your vehicle.** The warehouse manger will assist only with items that are stored in areas difficult to access. The return of properties follows the same procedures. **You must bring enough personnel to restock properties to their proper locations.**

Properties Delivery and Pickup

Delivery of properties can be arranged through the warehouse manager for an additional fee. Delivery and pickup of rented properties are usually scheduled immediately following normal warehouse hours, however pickups may be scheduled just prior to normal hours. Please make sure to schedule a delivery or pickup at least 2 days in advance to allow enough time to reserve a School of Drama vehicle. **You must bring enough personnel to move the properties from the warehouse to the delivery vehicle and from the delivery vehicle to your performance space.** The return of the properties follows the same procedure. **You must have enough personnel to move properties from the performance space to the delivery vehicle and from the vehicle to their proper locations at the warehouse.** The fee for delivery or return of properties is a minimum of \$35.00 for the first hour, with an additional charge of \$17.50 for every additional half hour. Please note that personal transportation to and from the warehouse is the responsibility of the renting party.

Method of Payment

Rental fees and security deposits for all items must be paid at time of pick up. Payment may be made by check, payable to the Yale School of Drama. Separate checks are required for fees (rental & delivery) and deposits. Members of the Yale community may pay by PTAE0. PTAE0 payments must be authorized by the College or Department and emailed to the warehouse manager with maximum approved budget 24 hours before props may be checked out. Deposits are refunded upon return of all items in good condition. Additional charges may be billed if damage or loss exceeds the deposit. Any payments not made will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

Changes to Properties

Rental properties may **NOT** be changed in color, size, or structure without **PRIOR** approval of the warehouse manager. Painting, defacing, or damaging of any rented properties will cause forfeiture of part or all of the rental deposit.

Location & Directions

The Properties Warehouse is located at 105 Hamilton Street in New Haven, CT. It is one block north of Chapel or one block south of Grand Ave. The warehouse is located in a shared facility with Tile America and the entrance is behind the building. From Yale Campus: Follow Elm St. east and cross State St, staying on Grand Avenue for several blocks. Make a right onto Hamilton Street. Turn left at the first light onto Ives St. (the Tile America store is on the corner). Take a left turn into the parking area behind the Tile America building, about halfway down Ives St. Proceed to the left diagonally across the parking lot to the corner of the L-shaped loading dock. Look for a roll-up door with a single door to its right, with a sign that says, "Yale School of Drama/Yale Repertory Theater Storage Facility". The phone number at the warehouse is (203) 764-9276.

Yale School of Drama Costume Collection **RENTAL AGREEMENT GUIDELINES** **As of September 2010**

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

HOURS & APPOINTMENTS

Costume Collection hours are by appointment only. Appointments should be made a week in advance for viewing, pulling or returning stock to and from the Collection. Fittings are not permitted on premises.

RENTAL FEES & DEPOSIT

Rental fees and security deposits for all costumes must be paid at time of pick up. Payment may be made by check, payable to the Yale School of Drama. Separate checks are required for the rental fee and deposit. Members of the Yale community may pay by PTAE0. PTAE0 payments must be authorized by the College or Department and emailed to the Collection Manager with maximum budget 24 hours before costumes may be checked out. Security deposits are 10% of full value of rental costumes but no less than \$150. Deposits are refunded upon return of all costumes, dry cleaned, and in good condition. Damage or loss of costumes will cause forfeiture of part of, or all of the deposit. Additional charges may be billed if damage or loss exceeds the deposit. Any payments not made will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

ALTERATIONS

Cutting, dyeing and other permanent alterations of costumes are not allowed. Minor non-permanent alterations are permitted.

RENTAL RETURNS

Costumes are due back to the Collection within 7 business days of close of show. An appointment must be made for costumes to be checked back in. All rentals must be returned professionally dry cleaned, pressed flat, and on hangers, with dry cleaning receipts. Late fees of \$10 a day will be charged.

DIRECTIONS

From I-91 and I-95: Take the New Haven Downtown Exit (Rt 34). Proceed to 3rd exit at end of connector, and take first right onto York Street. 149 York Street is on the right, between Crown and Chapel. Use the callbox to the left of the door to request entrance to the Collection.

HOW TO RENT YSD COSTUMES

PULLING & CHECKOUT

The Collection is used by dozens of groups and is highly organized by period, style and color to make your pull efficient. Keep costumes neat and in order while you are pulling.

*Measure the actors before coming to the Collection. Costumes in the Collection are altered, tag sizes are not accurate. You may not take excessive amounts of clothing per actor instead of using measurements. See the attached measurement guidelines.

*There are no dressing rooms in the Collection for fittings, do not bring actors to appointments.

- *Keep hanging items flat and secure on their hangers, keep shelf items folded, keep lids on bins.
- *Do not restock clothing you decide not to use, leave them on a rack and notify the Manager.
- *Food and drink is not permitted in the aisles.
- *Pieces from sets such as suits may be checked out separately, but bring full set together to checkout.
- *Allow at least half an hour in your schedule for checking out costumes, more for very large pulls. Note any existing damages to the Manager.
- *Any clothing you leave in the Collection must be tagged with your name and phone number or it will be restocked.

USING

The individual who signs out the costumes is the guardian of those costumes from when they leave the Collection until they are returned. The individual renting the clothing should be the one who will be caring for and returning all costumes. It is your responsibility to make sure all costumes are treated well by cast and crew and not lost. You will be charged for the value of any item lost or damaged.

- *Check all items against the costume list on your invoice at every step of the production, especially when costumes are moved.
- *Costumes should only be worn for rehearsal and performance. Actors should not be allowed to wear costumes outside or take them home.
- *Using tape to label clothing is considered damage and will result in damage fees. Safety pin or sew your name labels.
- *Only minor alterations that can be undone are permitted. Cutting, gluing, dying, painting are not allowed and will result in damage fees. Do not allow individuals without sewing skills to perform alterations. Very badly done alterations will result in damage fees.
- *Carefully check for pins and needles. You will be charged for additional staff time if they are found left in clothing.
- *Return all costumes not used before the opening of the show. Costumes returned after show opening must be dry cleaned whether or not they were used. Unused costumes should be returned clean and flat on hangers.

RETURNING

Make an appointment at least a week in advance to return all costumes before the deadline on your invoice. A late fee of \$10 a day after that date will be charged. Costumes must be checked back in with the Manager, allow at least a half hour for check-in.

- *Check against your invoice list that all pieces are returned to you on the night of the close of the show.
- *Check all pockets of clothing and inside shoes and handbags for accessories and actors' personal items before cleaning.
- *Home laundering is not allowed. All clothing must be professionally cleaned.
- *Costumes should be delivered to the drycleaner immediately after the close of show to ensure they are cleaned before the deadline. Expect dry cleaning to take several days. Let your drycleaner know you have a deadline.
- *Check all costumes against your invoice list when you pick up costumes from the drycleaner. Make sure all removable parts such as belts and collars are kept with the clothing.
- *For large pulls, put costumes in order of invoice to avoid lengthy check-in appointments.
- *Return any measurement tags with their items. Notate any size changes on measurement tags.
- *Costumes must be returned in dry cleaning bags, hanging flat and unwrinkled on hangers, with dry cleaning receipts.
- *You will be charged a dry cleaning fee for costumes returned wrinkled, piled in bags or boxes, or dirty.