



## Victoria College Drama Society

### Property Rental Agreement

Name of Organization	
Primary Contact Name	
Primary Contact Email	
Primary Contact Phone	
Secondary Contact Name	
Secondary Contact Email	
Secondary Contact Phone	

Event	
Rental Date	
Return Date	

To Be Completed by VCDS Tech:

Estimated Value of Materials	
Deposit Amount	

## Terms and Conditions

### Vic Students or Student Groups:

- May borrow properties, costumes, or set pieces from the VCDS for no charge
- Are responsible for paying a security deposit that will be kept in the event of loss or damage to items
- Both the primary and secondary rental contacts must be Victoria College students

### External Students or Groups:

- May rent properties, costumes, or set pieces from the VCDS
- Are responsible for paying to rent individual items, as well as paying a security deposit that will be kept in the event of loss or damage to items

### Associated Costs:

- The value of all items will be determined by the VCDS
- The security deposit will account for the agreed upon value of all rented items
- Properties will be released to the renter upon the receipt of the security deposit
- The security deposit will be returned to the renter upon the return of all items, on time and undamaged
- The VCDS reserves the right to retain the security deposit while the conditions of the returned items are assessed, up to a week after the return date
- The VCDS can accommodate a renter's budget, at the discretion of the Technical Director and Chief Financial Officer

### Responsibilities of the Renter:

- Arrange a time to meet with VCDS to view items by contacting [tech@vcds.ca](mailto:tech@vcds.ca)
- Assume full responsibility for the care and maintenance of all rented items
- Obtain permission for all changes or alterations to properties, costumes, and set pieces
- Ensure adequate transportation for all rented items
- Maintain consistent communication with the VCDS for the duration of the rental
- Meet all agreements made with the VCDS in good faith

*Failure to meet any of these expectations will result the loss of the security deposit, at the discretion of the VCDS.*

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Renter/ Contact Signature

VCDS Tech Signature