



# COSTUME DEPARTMENT

## New Rental Procedures

### SHOPPING

**ALL CUSTOMERS CHECK-IN AT 1ST FLOOR DESK**

**(2) Employees per job allowed**

Set up rack in warehouse

Notify bullpen when you need to pick up

Check out downstairs when leaving

**ACCESS TO THE LOT  
BY APPOINTMENT ONLY!**



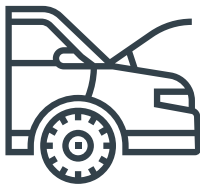
### PICK UP



**ALL CUSTOMERS MUST CHECK-IN AT 1ST FLOOR DESK**

**Proceed to bullpen upstairs**

**Pick up rack & take to your vehicle**

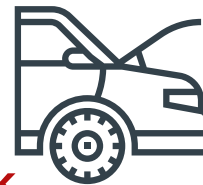


### RETURNS

**ALL CUSTOMERS MUST CHECK-IN AT 1ST FLOOR DESK  
ONLY ESSENTIAL STAFF SHOULD LEAVE VEHICLE**

**Fill out check-in sheet & attach to return**

Roll rack to designated area on 1st floor as directed by Costume employee



1st floor Storage



### WAREHOUSE

**48 HOUR STORAGE**

**MAINTAIN 6' SOCIAL DISTANCING  
FACE COVERINGS MUST BE WORN**

**CALL NOW TO SCHEDULE YOUR VISIT!**

**COSTUME 818.777.2722**