



Regalia Rental Form Individual Rental

Pick-up Date: _____

Please email bookstr@mcmaster.ca to reserve your regalia rental. A minimum 60-day notice is required for rental pick-up as regalia is stored off-site.

Office Use
Return Date: _____
Deposit # _____

Personal Information

Customer Name	Email Address	
Address	Telephone Number	
City	Province	Postal Code

Program Information

Program: _____

<input type="checkbox"/> Undergraduate Degree	Gown Size:	<input type="checkbox"/> Small (up to 5'3")	<input type="checkbox"/> Large (5'7 to 5'10)
<input type="checkbox"/> Masters		<input type="checkbox"/> Medium (5' 3" to 5'6")	<input type="checkbox"/> X-Large (5'11 and up)

Rental Rates

<input type="checkbox"/> Gown Rental \$15.00 Rental Code 8003 Rental Deposit \$140.00	<input type="checkbox"/> Hood Rental \$15.00 Rental Code 8013 Rental Deposit \$100.00	<input type="checkbox"/> Mortarboard Rental \$15.00 Rental Code 8003 Rental Deposit \$30.00
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Agreement

By signing below you accept full responsibility for the rental and return of the regalia in original condition.

Signature _____	Date _____
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The regalia rental period is 72 hours. A deposit for the full replacement value of the goods must be made at time of rental. The deposit amount will be refunded upon the return of rental goods in original rental condition. Any regalia rentals kept longer than 72 hours will be subject to additional rental fees up to and including the full purchase price of the regalia.

Office Use Only: At time of Rental: deposit and rental fee are both charged at time of rental. Deposit slip is used to record paid deposit - one copy is given to the customer and one copy is attached to the rental form along with a receipt reprint. Print deposit number on top of form when transaction is completed. At time of Rental Return: Deposit slip is refunded at time of rental return. Call for supervisor authorization on late regalia returns. Retain deposit slip in register and file Regalia Rental form as completed.

All goods have been returned - Clerk Name (please print) _____