

## Conditions of Hire

Please ensure that all relevant members of your Society read these Conditions of Hire.

It is advised that a meeting is held with Costume Workshop in advance of your show to discuss your exact requirements as this helps to alleviate any problems that may arise.

In these conditions of hire the term “The Hirer” refers to the person, firm or company making the reservation.

All costumes hired from Costume Workshop remain the property of Costume Workshop.

Costume Workshop agrees to supply the Hirer a set of costumes in accordance with their requirement at an agreed price prior to the confirmation of the booking.

Costume Workshops normal hire period is from the Wednesday or Thursday before production week to the second Sunday. This is to cover the length of a standard show production, thereafter excess charges are applied.

Costume Workshop reserves the right to charge a higher price than that quoted for outsize costumes.

Ladies outsize costumes:

Below a standard size 10 or above a standard size 22

Gentleman’s outsize costumes: Below a 34 inch chest with a 30 inch waist or above a 48 chest with a 42inch waist

Costume Workshop agrees to make the costumes available for the hirer in time for dress rehearsal on a mutually agreed date.

Costume Workshop will not be responsible for any delay that may occur in the arrival of the costumes when a third party is used for carriage.

Costume Workshop will supply all costumes in a good clean condition. They will be supplied in accordance to the measurements supplied by the Hirer.

Costume Workshop will carry out any alterations and adjustments that are required to ensure the costume will fit in accordance with the measurements supplied.

Costume Workshop will make every effort to supply costumes that are safe to wear.

Costume workshop will not be liable for any accidents that occur whilst wearing their costumes.

The Hirer agrees that they will insure all costumes whilst in their possession.

The Hirer agrees to supply all completed official measurement forms 4 weeks prior to the despatch of the costumes. Measurements are to be given in inches.

The Hirer agrees that:

Costumes will not be altered in any permanent way

Cut in any way

Have trimmings, hook and bar tape or belts removed

Be permanently labelled

WonderWeb and other glue substance will not be used

The hirer agrees to make good any temporary alterations before the costumes are returned

Damage to costumes

Excessive use of make-up that results in extra cleaning or permanent marking of the costume will be charged at cost.

Any damage caused to trouser from knee slides etc., may result in the replacement cost of a full suit.

Any contravention to the above, or damage will be charged at full replacement cost.

Loss of any item will be charged at full replacement cost.

The Hirer agrees not to use the costumes hired for any purpose other than publicity photographs, dress rehearsal and performance unless permission has been given by Costume Workshop.

The Hirer agrees to have two members of the Society present to accept delivery and collection of the costumes when the costumes are delivered by our own transport.

The Hirer agrees to contact Costume Workshop within 24 hours of receiving their costumes if there are any missing items from their order.

The Hirer agrees to contact Costume Workshop within 24 hours if any costumes do not fit, replacements will be sent out at Costume Workshops cost Monday- Friday. A supplement will be charged if Saturday delivery is required.

The Hirer agrees to check and prepare the costumes for return by transport that has been mutually agreed. All costumes must be returned on the hangers supplied.

Costume Workshop will charge for the number of costumes ordered and delivered irrespective of the number of costumes used.

In the event that a reservation is cancelled by the Hirer for whatever reason a cancellation fee shall be charged by Costume Workshop:

90-60 days before opening night- 50% of show cost

59-30 days before opening night 75% of show cost

29 days before opening night - Full show cost

For the calculation of cancellation fees a complete show is based on all costumes listed on costume plot for principles, 18 female and 6 male chorus members and 8 dancers. If measurement forms have been supplied the cancellation fee is based on the number of costumes ordered.

Individual costumes cancelled from a production will be charged @75% if cancelled 21 days or less prior to dispatch. If the costume has been specifically made for the Hirer or a large amount of alterations have been carried out on the costume the full hire fee will be charged.

Payment is plus VAT at the current rate. The invoice is sent to cover the number of costumes ordered and delivered, irrespective of the number of costumes used.

If credit facilities are offered the Hirer agrees to pay Costume Workshop the full invoice amount within 14 days of the invoice date.

I/We have read and agree to abide by the above conditions of hire:

Name:

Society/Group/Production Company:

Signed:

Date: