



PRODUCTIONS TERMS AND CONDITIONS OF HIRE 2023



All items hired from us remain the property of Bath Theatrical Costume Hire

Once costumes are collected / delivered, the condition and wellbeing of the costumes remain the responsibility of the client until they are returned to Bath Theatrical's wardrobe.

Production hire rates are applicable for a minimum order of 10 full costumes.

Production meetings and costume selection are by prior appointment only.

You will need to complete our client contact form and sign acceptance of our conditions of hire.

GENERAL

1. TIMING, COLLECTION AND RETURN, CANCELLATION AND USAGE

- 1.1 Costume hire is for a period of 12 days to allow for collection, use in technical and dress rehearsal, the production run and laundering time.
- 1.2 Your costume selection will be ready for collection on the pre-arranged date and are expected to be returned on the pre-arranged date.
- 1.3 Costumes will be prepared for collection on hangers, with their accessories, labelled according to the character list, with the characters name, and protected by garment covers. Please return them in exactly the same way with the pockets emptied.
- 1.4 Any production booking cancelled within 21 days prior to the scheduled collection date will incur the full hire charge.
- 1.5 Any items which have been selected and reserved for a production, which are subsequently cancelled before collection will incur a cancellation fee.
- 1.6 PLEASE NOTE Any items taken off the premises are subject to the hire charge whether they are used or not.

2. ADDITIONAL CHARGES:

- 2.1 Costume rails may be hired for an additional £25.00 for the production.
- 2.2 Items such as shoes, wigs, hats, overcoats, novelty accessories or props.
- 2.3 Photo-calls and cast fittings: Will incur a £10.00 charge per costume whether at our wardrobe or off the premises.
- 2.4 Extended hire: There will be an additional charge of 50% of the invoice total, per week (or part thereof) for any costume required over our standard 12 day production hire period.
- 2.5 Alterations: Remedy charges for unauthorised alterations or damages.
- 2.6 Delivery and collection of orders. Subject to supplier costs.
- 2.7 Bespoke costume design, making / fitting. Quotes on request.

3. MISSING ITEMS AND DAMAGES:

- 3.1 Every item hired will have a detailed description on the invoice.
- 3.2 All items will be checked on return. Your Wardrobe Supervisor will be informed of any missing items which should be returned as soon as possible.
- 3.3 Missing items will be liable for a replacement charge.
- 3.4 We will inform you of items returned with your order which do not belong to BTCH. These should be collected as soon as possible. Any items not collected within 4 weeks will be disposed of.
- 3.5 Damage caused by any substance or breakage will be charged at replacement cost.
- 3.6 Be aware that hot irons may cause burns and print marks. A pressing cloth should always be used.

4. INVOICING AND PAYMENT

- 4.1 Details of each costume and the total number of items ordered are indicated on your invoice.
- 4.2 Your invoice will be presented when your order is collected and should be settled, at the latest, when the costumes are returned.
- 4.3 Payments may be made by cash, card, cheque or BACS payment into our business account (details below).
- 4.4 If paying by BACS, please email enquiries@baththeatrical.com detailing the date of payment and invoice number.
- 4.5 If payment is made by cheque, please indicate your invoice number on the reverse.

Bank:	The Co-Operative Bank
Account Name:	The Peud Company Ltd T/A Bath Theatrical Costume Hire
Account Number:	70771369
Sort Code:	08-92-50

SELF SERVICE

SELF SERVICE PRODUCTION RATE INCLUDES:

- Costume plus any accessories required to complete the look such as; ties, cravats, shirts, boas, gloves, braces, waistcoats and shoe buckles. Additional 'nice to have' items will be charged individually.
- Self selection of costumes at an agreed time.
- Alterations must be made by your wardrobe department and removed before being returned.
- Costumes **MUST** be returned laundered. Should you require guidance on certain items, please contact our team before attempting to launder the costumes or refer to the guide provided.

ALTERATIONS:

- Reasonable alterations which include lifting / lowering hems; taking in / letting out seams; sewing on / removing buttons.
- Costumes may **NOT** be cut, torn, dyed, or have trimmings, fastenings or embellishments changed.
- Hand stitched temporary adjustments of darts, seams or hems are acceptable. **PLEASE** do not use 'quick fix' means of making alterations. These include overlocking, wonderweb, gaffer, masking or carpet tape, glue, staples or anything else which causes damage.
- Any temporary alterations made by your production team must be removed before the costumes are returned.

COST OF HIRE

- All prices exclusive of VAT
 - **£35.00** per full costume
-

BESPOKE

We encourage you to visit our premises in Frome and be actively involved in the selection of the items you need. Personal visits always help us to help you! Communication during the production meeting will alleviate the possibility of mis-interpretation and to clarify details of deliverables.

WARDROBE AND CLIENT RESPONSIBILITIES:

Your wardrobe supervisor has the responsibility and authority for costume design and choice. When decisions need to be made, we will refer to that person. We will not take instructions from anyone else.

BESPOKE PRODUCTION RATE INCLUDES:

- Costume plus any accessories required to complete the look such as; ties, cravats, shirts, boas, gloves, braces, waistcoats and shoe buckles. Additional 'nice to have' items will be charged individually.
- A 2 hour production meeting for your Director / Wardrobe Supervisor with our Costumier. A consultancy fee of £80 will be charged for this initial meeting. This is considered as a deposit and will be deducted from the final invoice.
- Standard alterations such as hems, taking seams in and out are included in the hire charge. Any major alterations required will be discussed and additional charges agreed.

MEASUREMENT FORM AND BRIEF:

1. Our measurement form and a diagram of how measurements should be taken is on our website. Please complete in inches.
2. We rely on the accuracy of your measurements and brief so please give us as much detail as possible. We need details which might influence the choice of costume (such as specific requirements referred to in the script and quick changes).
Communication during the production meeting will address any potential misinterpretation of the brief.
3. We cannot start work on your production until we have the cast measurements and your complete brief.
4. If measurements are received less than 3 weeks prior to the collection date, an additional rush fee of £10.00 per costumes will be charged. This rush fee will also be applicable to any cast changes (and hence costume changes) in the same period.
5. Costumes required for cast fittings or preproduction photographs will be charged at £10.00 per costume on or off the premises.

COST OF HIRE:

- All prices are exclusive of VAT
- **£55.00** per full costume.
- Costumes will be discounted at £5.00 per costume if returned fully laundered. This option should be indicated on the client contact form.

Bath Theatrical Costume Hire
Unit 8,
Wallbridge Industrial Estate,
Frome,
Somerset, BA11 5JZ



(01373) 472786



productions@baththeatrical.com



www.baththeatrical.com