

PRODUCTIONS TERMS AND CONDITIONS OF HIRE

GENERAL TERMS

- 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 meetings and costume selection are by prior appointment only. We do not offer production appointments or self selection appointments on Saturdays.
- You will need to complete our client contact form and sign acceptance of our conditions of hire.
- Production hire rates are applicable for a **minimum order of 10 full costumes**.

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.

Failure to return the costumes in the same way they are collected/ delivered will result in an additional charge determined by the amount of time it takes to re organise them ready for check in.

- 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 of £10.00 per costume.
- 1.6 PLEASE NOTE Any items taken off the premises are subject to the hire charge whether they are used or not.
- 1.7 Late returns: (without prior agreement) will incur the additional weekly charge up to four weeks. After that time, the production company will be charged replacement costs for each individual item on the invoice.

2. ADDITIONAL CHARGES:

- 2.1 Costume rails may be hired for an additional £25.00 for the production.
- 2.2 Photo-calls and cast fittings: Will incur a £10.00 charge per costume whether at our wardrobe or off the premises.
- 2.3 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.
- 2.4 Alterations: Remedy charges for unauthorised alterations or damages.
- 2.5 Delivery and collection of orders. Subject to supplier costs.
- 2.6 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 not returned within 14 days will be subject to the full replacement charge.
- 3.4 We will inform you of items returned with your order which do not belong to Bath Theatrical. 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 delivery note.
- 4.2 Your invoice will be sent to the treasurer/bursar or accounts department 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 & on the invoice).
- 4.4 The invoice number must be quoted or used as a payment reference when making payment.
- 4.5 Cheques should be made payable to 'The Peud Company Ltd', 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

5. CLEANING

- 5.1 A cleaning fee of 15% of the total costume hire charge will be issued on the invoice for both bespoke and self service costumes. This covers standard cleaning of the costumes.
- 5.2 Any costume that requires additional cleaning due to (but not limited to) staining, smells etc will incur an additional charge.

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, gloves, braces and shoe buckles.
- Additional 'nice to have' accessories such as hats, cloaks, boots and shoes are charged at their separate rate.
- 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:

- Our measurement form and a diagram of how measurements should be taken is on our website. Please complete in inches.
- 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.
- We cannot start work on your production until we have the cast measurements and your complete brief.
- If measurements and or requirements are received less than 3 weeks prior to the collection date, an additional rush fee of £10.00 per costume will be charged. This rush fee will also be applicable to any cast changes (and hence costume changes) in the same period.

COST OF HIRE - Bespoke

- **£60.00** per full costume
- All prices are inclusive of VAT
- A cleaning fee of 15% of the costume total will be added to the total.

SELF SERVICE

Visitors entering the premises for the purpose of self selection should request assistance when costumes that are at a height are required. If using a ladder, you do so at your own risk.

Your team will be provided with labels for your cast members name. Please ensure full costumes are put together accordingly and labelled. If this is not done, each item will be considered to be separate from the full costume and may be charged separately.

Yellow tickets will also be provided and should be attached to any costume where a 'fix' is required e.g. missing button, torn hem. Our team will ensure these fixes are completed before you collect your costumes.

SELF SERVICE PRODUCTION RATE INCLUDES:

- Costume plus any accessories required to complete the look such as; ties, gloves, braces and shoe buckles.
- Additional 'nice to have' accessories such as hats, cloaks, boots and shoes are charged at their separate rate.
- Self selection of costumes at an agreed time.
- Alterations must be made by your wardrobe department and removed before being returned.

ALTERATIONS:

- Reasonable alterations may be made 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 as long as this does not leave lasting impressions on the fabric.
- PLEASE do not use 'quick fix' means of making alterations. These include overlocking, wonder web, gaffer, masking or carpet tape, glue, staples or anything else which causes damage to the fabric or accessory.
- Any temporary alterations made by your production team must be removed before the costumes are returned.

COST OF HIRE - Self Service

- **£50.00** per full costume
- All prices are inclusive of VAT
- A cleaning fee of 15% of the costume total will be added to the total.