



Cygnet Theatre Costume Hire

TERMS AND CONDITIONS OF HIRE 2024 /2025

GENERAL TERMS

All items hired from us remain the property of The Cygnet Theatre. Once costumes are collected, the condition and wellbeing of the costumes remain the responsibility of the client until they are returned to our Wardrobe Mistress. Costume selection is by prior appointment only.

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

Hire rates are applicable for all costumes and accessories.

TIMING, COLLECTION AND RETURN, CANCELLATION AND USAGE

1. Costume hire is for a period of 15 days to allow for collection, use in technical and dress rehearsal, the production run and laundering time.
2. You may select your costume/s on a pre-arranged date and are expected to return them on a pre-arranged date which will be noted at collection.
3. Failure to return the costumes in the same condition will result in an additional charge.
4. Any Costume Hire booking which is cancelled within 21 days prior to the scheduled collection date will not incur any charges
5. PLEASE NOTE Any items taken off the premises are subject to the hire charge whether they are used or not.

ADDITIONAL CHARGES:

1. Costume rails may be hired for an additional £25.00 for the production.
2. 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 15-day production hire period.
3. Charges will be added for unauthorised alterations or damages.

MISSING ITEMS AND DAMAGES:

1. Please note that every item hired will have a detailed description on the invoice.
2. All items will be checked on return by our Wardrobe Mistress.
3. Missing items not returned within 14 days will be subject to the full replacement charge.
4. Damage caused by any substance or breakage will be charged at replacement cost.
5. Be aware that hot irons may cause burns and print marks. A pressing cloth should always be used.

INVOICING AND PAYMENT

1. Details of each costume and the total number of items ordered are indicated on your delivery note.
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.
3. Payments may be made by cash, card or BACS payment into our business account (details below & on the invoice).
4. Please note that we do not accept cheques
5. The invoice number must be quoted or used as a payment reference when making payment.

Bank: The Co-Operative Bank
Account Name: NEW THEATRE
Account Number: 65591091
Sort Code: 08-92-99

CLEANING

All costumes **MUST** be returned to the Cygnet Theatre cleaned and in their original state.

COST OF HIRE - £25 - £40 per full costume

Accessories charged per item. All prices are inclusive of VAT

Costume plus any accessories required to complete the look such as; ties, gloves, hats braces and shoe buckles are to be made in person at an agreed time with the Cygnet Wardrobe Mistress.

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.