



Charades Theatrical Costume Hire

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NAME OF SOCIETY

ADDRESS FOR CORRESPONDENCE

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.....

CONTACT NAME TEL

CONTACT EMAIL

NAME OF SHOW

PLAYING AT

DATE OF DRESS REHEARSAL

DATE OF SHOW FROM TO

PREFERRED DELIVERY DATE & TIME

DELIVERY ADDRESS

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| DEPOSIT - £400* ** + * made payable two months prior to playing date ** some wardrobes may require a larger deposit to book your show. 'Charades' will advise you on this at the time of enquiry + the deposit will be deducted from the final invoice, provided that all the listed terms & conditions are met | BACS: Bank: Barclays Account Name: Charades Account No. 23652963 Sort Code: 20-74-45 Ref: Name of Society | CHEQUES: Made payable to: 'Charades' |
| MEASURING, DELIVERY/FITTING, COLLECTION CHARGE - Quote available on request* ** * made payable two months prior to playing date ** each of these extra services are optional and will be quoted for separately at the time of enquiry | BACS: Bank: Barclays Account Name: Charades Account No. 23652963 Sort Code: 20-74-45 Ref: Name of Society | CHEQUES: Made payable to: 'Charades' |

TERMS AND CONDITIONS

AMENDED 13.11.16

THE PERSON(S) HIRING ANY ITEM(S) FROM 'CHARADES' MUST READ AND ABIDE BY THE FOLLOWING TERMS AND CONDITIONS

BOOKING

- TO BOOK YOUR SHOW 'CHARADES' REQUIRE A £400.00 DEPOSIT (SOME WARDROBES MAY REQUIRE A LARGER DEPOSIT. 'CHARADES' WILL ADVISE YOU ON THIS AT THE TIME OF ENQUIRY). DEPOSITS CAN BE PAID EITHER BY BACS OR CHEQUE (PLEASE SEE DETAILS ON THE FIRST PAGE OF THIS DOCUMENT)
- FOR DEPOSITS, BACS IS OUR PREFERRED METHOD OF PAYMENT, HOWEVER IF YOU WOULD PREFER TO PAY USING CHEQUES THEN PLEASE SEE DETAILS ON THE FIRST PAGE OF THIS DOCUMENT
- ALL DEPOSITS MUST BE PAID TWO MONTHS PRIOR TO YOUR PLAYING DATES. UNTIL THE DEPOSIT HAS CLEARED YOUR SHOW WILL NOT BE FULLY BOOKED AND 'CHARADES' RESERVES THE RIGHT TO DECLINE TO WARDROBE YOUR PRODUCTION UNTIL THIS TIME
- THE DEPOSIT AMOUNT WILL BE DEDUCTED FROM THE SOCIETY'S FINAL INVOICE, PROVIDED THAT ALL THE LISTED TERMS & CONDITIONS ARE MET
- IF FOR ANY REASON THE PRODUCTION IS CANCELLED THE DEPOSIT IS NON-REFUNDABLE
- IF YOUR PRODUCTION IS BOOKED AND CANCELLED AT ANY POINT AFTER ONE MONTH PRIOR TO YOUR OPENING NIGHT, THE SOCIETY/COMPANY IS LIABLE FOR FULL PAYMENT OF THE 'CHARADES' WARDROBE INVOICE AND ANY COSTUME(S) ORDERED
- ANY COSTUME(S) CANCELLED AFTER ONE MONTH PRIOR TO YOUR PRODUCTION'S OPENING NIGHT MUST STILL BE PAID FOR IN FULL
- IN THE UNLIKELY EVENT THAT A CUSTOMER DECIDES NOT TO WEAR COSTUME(S) SUPPLIED BY 'CHARADES' FOR WHATEVER REASON, WHICH HAS BEEN ORDERED, THEN THESE COSTUME(S) MUST STILL BE PAID FOR IN FULL

PRICES

NO VAT TO BE ADDED TO ANY OF OUR PRICES UNTIL 30.06.17

- UNTIL 30.06.17: PRICE PER ADULT/CHILD COSTUME (20+ COSTUMES) WILL BE **£22.00 PER WEEK** (7 DAYS, OPENING TO CLOSING NIGHT)
- UNTIL 30.06.17: PRICE PER ADULT/CHILD COSTUME (UNDER 20 COSTUMES) WILL BE **£25.00 PER WEEK** (7 DAYS, OPENING TO CLOSING NIGHT)
- FOR ANY SHOWS WITH A LONGER RUN THAN 7 DAYS (OPENING TO CLOSING NIGHT), A 50% OF THE HIRE CHARGE WILL BE ADDED PER COSTUME
- UNTIL 30.06.17: PRICE PER SHOWGIRL COSTUME - **£30.00 PER WEEK**
- UNTIL 30.06.17: PRICE PER PANTOMIME DAME COSTUME/DRAG COSTUME (EXCLUDING WIG) - **£30.00 PER WEEK**
- UNTIL 30.06.17: PRICE PER COAT/CLOAK - **£15.00 PER WEEK**
- UNTIL 30.06.17: PRICE FOR BOOTS/SHOES - **£15.00 PER WEEK**
- UNTIL 30.06.17: EXTRA HATS (EXTRA TO THOSE ISSUED WITH THE COSTUME(S)) - **£5.00 EACH PER WEEK**
- EXTRA GARMENTS/ACCESSORIES (EXTRA TO THOSE ISSUED WITH THE COSTUME(S)) - QUOTE AVAILABLE ON REQUEST
- UNTIL 30.06.17: 'CHARADES' HAVE A WIDE STOCK OF HIGH QUALITY FEMALE AND MALE WIGS AVAILABLE. EACH WIG WILL BE DRESSED AT THE COST OF **£20.00 EACH PER WEEK**
- UNTIL 30.06.17: IF TIME FACTORS ALLOW THE SOCIETY MAY REQUEST 'CHARADES' TO SUPPLY COSTUMES FOR PUBLICITY PHOTOGRAPHS. THESE COSTUMES ARE CHARGED AT **£15.00 PER ADULT/CHILD COSTUME FOR A PERIOD OF 7 DAYS**. ALL PUBLICITY PHOTOGRAPH COSTUMES MUST BE RETURNED TO 'CHARADES' AFTER THE 7 DAY PERIOD. ALL EXTRA CHARGES (INCLUDING POSTAGE AND PACKAGING) WILL BE ADDED TO THE FINAL INVOICE

AS OF 01.07.17 ALL OUR PRICES WILL BE SUBJECT TO VAT. THE FOLLOWING PRICES ARE EXCLUDING VAT

- AS OF 01.07.17: PRICE PER ADULT/CHILD COSTUME (20+ COSTUMES) WILL BE **£19.20 PER WEEK** (7 DAYS, OPENING TO CLOSING NIGHT) (EXCLUDING VAT)
- AS OF 01.07.17: PRICE PER ADULT/CHILD COSTUME (UNDER 20 COSTUMES) WILL BE **£21.70 PER WEEK** (7 DAYS, OPENING TO CLOSING NIGHT) (EXCLUDING VAT)
- FOR ANY SHOWS WITH A LONGER RUN THAN 7 DAYS (OPENING TO CLOSING NIGHT), A 50% OF THE HIRE CHARGE WILL BE ADDED PER COSTUME
- AS OF 01.07.17: PRICE PER SHOWGIRL COSTUME - **£25.90 PER WEEK** (EXCLUDING VAT)
- AS OF 01.07.17: PRICE PER PANTOMIME DAME COSTUME/DRAG COSTUME (EXCLUDING WIG) - **£25.90 PER WEEK** (EXCLUDING VAT)
- AS OF 01.07.17: PRICE PER COAT/CLOAK - **£13.00 PER WEEK** (EXCLUDING VAT)
- AS OF 01.07.17: PRICE FOR BOOTS/SHOES - **£13.50 PER WEEK** (EXCLUDING VAT)
- AS OF 01.07.17: EXTRA HATS (EXTRA TO THOSE ISSUED WITH THE COSTUME(S)) - **£4.80 EACH PER WEEK** (EXCLUDING VAT)
- EXTRA GARMENTS/ACCESSORIES (EXTRA TO THOSE ISSUED WITH THE COSTUME(S)) - QUOTE AVAILABLE ON REQUEST
- AS OF 01.07.17: 'CHARADES' HAVE A WIDE STOCK OF HIGH QUALITY FEMALE AND MALE WIGS AVAILABLE. EACH WIG WILL BE DRESSED AT THE COST OF **£17.50 EACH PER WEEK** (EXCLUDING VAT)
- AS OF 01.07.17: IF TIME FACTORS ALLOW THE SOCIETY MAY REQUEST 'CHARADES' TO SUPPLY COSTUMES FOR PUBLICITY PHOTOGRAPHS. THESE COSTUMES ARE CHARGED AT **£13.50 PER ADULT/CHILD COSTUME** (EXCLUDING VAT) **FOR A PERIOD OF 7 DAYS**. ALL PUBLICITY PHOTOGRAPH COSTUMES MUST BE RETURNED TO 'CHARADES' AFTER THE 7 DAY PERIOD. ALL EXTRA CHARGES (INCLUDING POSTAGE AND PACKAGING) WILL BE ADDED TO THE FINAL INVOICE

- THESE HIRE CHARGES MAY VARY FROM COSTUME TO COSTUME. 'CHARADES' RESERVE THE RIGHT TO REVISE THE HIRE CHARGES AT ANY TIME BUT NOT AFTER CHARGES HAVE BEEN AGREED BETWEEN THE CUSTOMER AND 'CHARADES'
- OUR BESPOKE WARDROBE FOR **PRISCILLA - QUEEN OF THE DESERT** CAN BE HIRED AS A FULL PACKAGE - A PLOT IS AVAILABLE ON REQUEST WHICH WILL LIST A FULL ITINERARY OF COSTUMES, WIGS, ETC. - PLEASE CONTACT GARETH AT 'CHARADES' FOR A QUOTE
- 'CHARADES' HAVE A SELECTION OF PROPS/ACCESSORIES AVAILABLE TO HIRE FOR **SPAMALOT**. PLEASE CONTACT GARETH AT 'CHARADES' FOR MORE DETAILS AND HIRE PRICES
- GENTLEMEN: EACH FULL GARMENT IS SUPPLIED WITH THE APPROPRIATE SHIRTS, TIES, CRAVATS, WAISTCOATS, CUFFLINKS, BELTS, BRACES, HEADWEAR, WALKING CANES AT NO EXTRA CHARGE
- LADIES: EACH FULL GARMENT IS SUPPLIED WITH THE APPROPRIATE BEADS, GLOVES, UNDERSKIRTS, BLOOMERS, HEADWEAR, PARASOLS AT NO EXTRA CHARGE

GENERAL

- ALL COSTUMES AND ACCESSORIES REMAIN THE PROPERTY OF 'CHARADES'
- THE NAMED HIRER HAS THE SOLE RESPONSIBILITY FOR THE COSTUME(S) UNTIL THE COSTUME(S) ARE RETURNED TO 'CHARADES' PREMISES. CUSTOMERS WHO DO NOT RETURN COSTUMES (FOR WHATEVER REASON) WILL BE PROSECUTED
- IF A COSTUME HAS BEEN BOOKED AND SUBSEQUENTLY DAMAGED BY A THIRD PARTY BEFORE YOUR HIRE DATE, 'CHARADES' WILL OFFER A COMPARABLE REPLACEMENT
- 'CHARADES' RESERVES THE RIGHT TO CHANGE ANY PART, COLOUR OR DESIGN OF COSTUMES WITHOUT NOTICE
- 'CHARADES' DO NOT PART WARDROBE PRODUCTIONS IN CONJUNCTION WITH OTHER COSTUMIERS
- WE ARE HAPPY TO MEET WITH YOUR DIRECTOR AND WARDROBE TEAM AT ANY POINT AT OUR NEW, SPACIOUS PREMISES (PLEASE BOOK FOR AN APPOINTMENT) - WE DO REQUIRE 10 DAYS NOTICE BEFORE APPOINTMENTS
- 'CHARADES' ARE HAPPY TO SUPPLY YOUR SOCIETY WITH ANY COSTUMES THAT YOU MAY REQUIRE FOR YOUR PRODUCTION. AT 'CHARADES' WE LIKE TO WORK WITH YOUR NEEDS RATHER THAN A FIXED WARDROBE PLOT OF OUR OWN
- AT 'CHARADES' WE STRIVE TO ACCOMMODATE ALL OF YOUR DIRECTOR'S REQUIREMENTS. IF THERE ARE ANY REQUIREMENTS THAT WE DO NOT CONSIDER TO BE PART OF OUR WARDROBE, AND IS NOT IN OUR CURRENT STOCK, 'CHARADES' WILL QUOTE FOR THESE COSTUMES TO BE MADE SPECIALLY FOR YOUR COMPANY
- EXTRA CHARGES MAY BE MADE FOR SPECIALLY COMMISSIONED COSTUMES/WARDROBES
- FOR 'DIRTIER' LOOKING WARDROBES (ie. 'OLIVER!' OR 'LES MISERABLES') 'CHARADES' GO TO EXTRA MEASURES TO ENSURE AN AUTHENTIC AESTHETIC IS ACHIEVED. THE CUSTOMER MUST NEVER DIRTY UP ANY OF OUR COSTUMES THEMSELVES

MEASURING / DELIVERY

- AS PART OF OUR AIM FOR THE HIGHEST LEVEL OF CUSTOMER SERVICE WE OFFER AN OPTIONAL FULL MEASURING, DELIVERY AND FITTING SERVICE IN WHICH THE 'CHARADES' TEAM WILL STAY THROUGHOUT YOUR DRESS CALL. OUR TEAM OF SPECIALISTS WILL ENSURE THAT EACH COSTUME IS FITTED AND THE DIRECTOR IS HAPPY. WE ALSO OFFER AN OPTIONAL COLLECTION SERVICE, COLLECTING YOUR WARDROBE AT A PLACE AND TIME CONVENIENT FOR YOUR SOCIETY. IF YOU ARE INTERESTED IN ANY OF THESE EXTRA SERVICES PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM WHO WILL BE HAPPY TO GIVE YOU A QUOTE. EACH PART OF THE SERVICE IS OPTIONAL.
- FOR MEASURING, DELIVERING/FITTING, COLLECTION CHARGES, BACS IS OUR PREFERRED METHOD OF PAYMENT, HOWEVER IF YOU WOULD PREFER TO PAY USING CHEQUES THEN PLEASE SEE DETAILS ON THE FIRST PAGE OF THIS DOCUMENT
- ALL MEASURING, DELIVERY/FITTING, COLLECTION CHARGES MUST BE PAID TWO MONTHS PRIOR TO YOUR PLAYING DATES
- IF HOWEVER, THE CUSTOMER DECIDES TO SUBMIT THEIR OWN MEASUREMENTS WHICH PROVE TO BE INCORRECT THERE WILL BE A REPLACEMENT SURCHARGE FOR EACH COSTUME WHICH CANNOT BE ALTERED AT THE DRESS CALL (£10.00 PER FULL COSTUME)
- 'CHARADES' CANNOT BE HELD RESPONSIBLE FOR ANY COSTUME(S) THAT DO NOT FIT. WE CAN ONLY PROVIDE COSTUMES FROM THE MEASUREMENTS THAT WE HAVE BEEN GIVEN. PLEASE MAKE SURE THAT THE MEASUREMENTS ARE TAKEN CORRECTLY
- 'CHARADES' WORK STRICTLY TO THE MEASUREMENTS SUPPLIED. IF ANY OF THE MEASUREMENTS SHOULD CHANGE DRASTICALLY OVER THE COURSE OF THE REHEARSAL PERIOD EVERY EFFORT SHOULD BE MADE TO INFORM 'CHARADES' AS SOON AS POSSIBLE
- WHENEVER POSSIBLE, THE CUSTOMER MUST HAVE THE SAME PERSON MEASURE ALL THE ACTORS. CONSISTENCY IS IMPORTANT
- PLEASE HAVE ALL THE MEASUREMENTS TAKEN BY A RESPONSIBLE ADULT
- PLEASE DO NOT ALLOW THE CAST TO MEASURE THEMSELVES
- DO NOT ALLOW CHILDREN OR HIGH SCHOOL STUDENTS TO TAKE THE MEASUREMENTS
- IRRESPECTIVE OF A CAST MEMBER INFORMING YOU THAT THEY "INTEND TO LOSE WEIGHT", OR "THAT IS NOT MY SIZE, TAKE OFF 2\"", PLEASE PROVIDE THE ACCURATE MEASUREMENTS FOR THAT TIME. THIS WILL SAVE A LOT OF TIME IN THE LONG TERM
- ALL MEASUREMENTS MUST BE DONE IN INCHES, 'CHARADES' DOES NOT ACCEPT MEASUREMENTS IN CENTIMETRES
- IF YOUR SOCIETY IS SUPPLYING THEIR OWN MEASUREMENTS THESE MUST BE SENT TO US AT LEAST ONE MONTH PRIOR TO YOUR DELIVERY DATE, 'CHARADES' RESERVES THE RIGHT TO REFUSE TO COSTUME YOUR PRODUCTION IF WE HAVE NOT RECEIVED THEM BY THIS DATE.
- DELIVERY DATES ARE ONE WEEK PRIOR TO YOUR OPENING NIGHT
- IF YOU CHOOSE TO HAVE YOUR COSTUMES DELIVERED, AT YOUR DRESS CALL OUR TEAM WILL ENSURE THAT ALL COSTUMES ARE APPROPRIATE AND FITTED. OUR TEAM WILL BE EQUIPPED WITH A SEWING MACHINE, MAKING ANY ALTERATIONS AT THE DRESS CALL. HOWEVER, IF THERE ARE ANY COSTUMES THAT WE CANNOT ALTER AT THE DRESS CALL WE ARE ONLY TOO HAPPY TO ENSURE THAT YOU HAVE THE ALTERED/EXCHANGED COSTUMES BEFORE YOUR DRESS REHEARSAL

- IF YOU CHOOSE TO PICK-UP YOUR COSTUMES FROM 'CHARADES', THE WARDROBE WILL BE AVAILABLE ONE WEEK PRIOR TO YOUR OPENING NIGHT. THE DATE AND TIME OF THE PICK-UP IS TO BE MUTUALLY AGREED BY BOTH PARTIES UPON BOOKING YOUR SHOW
- CUSTOMERS SHOULD CHECK THEIR COSTUME(S) THOROUGHLY ON THE DAY OF RECEIPT AND ADVISE 'CHARADES' OF ANY DAMAGE, MISSING ITEMS OR COSTUMES THAT DO NOT FIT. A MESSAGE CAN BE LEFT ON OUR ANSWERING MACHINE. ANY ITEMS NOT REPORTED WITHIN 24 HOURS, WILL BE CHARGED TO THE HIRER
- CUSTOMERS WEAR 'CHARADES' BOOTS AND SHOES AT THEIR OWN RISK AND ARE HIRED AS SEEN. SOCKS OR TIGHTS MUST BE WORN

CARE OF HIRED ITEMS

- THE NAMED HIRER ON THIS FORM IS RESPONSIBLE FOR THE CARE OF ITEMS HIRED FROM 'CHARADES'
- IT IS THE RESPONSIBILITY OF THE NAMED HIRER TO MAKE ALL MEMBERS OF THE SOCIETY AWARE OF THE NEED TO CARE FOR THEIR INDIVIDUAL COSTUME(S)/ITEM(S) HIRED FROM 'CHARADES'
- EACH COSTUME WILL ARRIVE TO YOUR SOCIETY CAREFULLY CLEANED AND PRESSED. CAN ALL MEMBERS AVOID UNNECESSARILY CLEANING OR PRESSING THE GARMENTS WITHOUT CONSULTING THE 'CHARADES' TEAM
- THE GARMENTS ARE NOT TO BE CUT OR PERMANENTLY ALTERED
- NO WONDER-WEB OR ADHESIVES ARE TO BE USED ON ANY OF THE GARMENTS
- ANY ALTERATIONS MUST BE DONE IN LOOSE HAND STITCHES ONLY!
- THE REPLACEMENT OF FASTENERS WITH 'VELCRO' IS NOT APPRECIATED UNLESS PERMISSION IS GIVEN
- CUSTOMERS MUST NOT ATTACH STICKY LABELS OR BADGES TO ANY PART OF THE COSTUME
- EACH MEMBER OF THE SOCIETY'S COSTUMES WILL ARRIVE IN A FULL LENGTH GARMENT BAG, ENSURING THAT THE COSTUMES ARE KEPT CLEAN AND SAFE
- PLEASE ENSURE THAT THE COSTUMES ARE KEPT INSIDE THE BAGS WHEN NOT IN USE, OR WHEN TRANSPORTED
- HATS, PARASOLS, WALKING CANES, BOOTS ARE NOT TO BE KEPT IN THE BOTTOM OF THE GARMENT BAGS
- ANY EXCESSIVELY DAMAGED BAGS WILL BE CHARGED FOR AT £5.00 PER BAG
- CUSTOMERS MUST WEAR UNDERWEAR WHILST WEARING 'CHARADES' COSTUMES (INCLUDING WHEN KNICKERS OR BLOOMERS ARE SUPPLIED)
- COSTUMES MUST BE STORED PROPERLY ON APPROPRIATE HANGERS
- NO SMOKING IN ANY OF THE 'CHARADES' COSTUMES
- NO EATING OR DRINKING IN ANY OF THE 'CHARADES' COSTUMES
- CAREFUL CONSIDERATION SHOULD BE GIVEN WHEN CHOREOGRAPHY INVOLVES ANY ACTIVITY WHICH COULD CAUSE DAMAGE TO COSTUMES (i.e. SKIDDING ON KNEES, JUMPS, SPLITS, OR FIGHTING)
- THE DIRECTOR/CHOREOGRAPHER SHOULD COMMUNICATE ANY REQUIREMENTS FOR FREEDOM OF MOVEMENT IN COSTUMES AS SOON AS POSSIBLE. ANY DAMAGE TO COSTUMES DUE TO CHOREOGRAPHY MUST BE PAID FOR IF 'CHARADES' REPORT THE DAMAGE TO THE COMPANY UPON THE WARDROBES RETURN. IN SUCH CASE AN INVOICE WILL BE SUBMITTED TO THE COMMITTEE
- PERSONS WEARING A 'CHARADES' COSTUME SHOULD BE REMINDED THAT THE USE OF PERSONAL DEODORANT AND THE USE OF MAKEUP SHOULD BE RESTRAINED (IT DOES NOT NEED TO BE APPLIED TO THE BACK OF THE NECK!)
- COSTUMES MUST NOT BE WASHED BY THE HIRER OTHER THAN SHIRTS AND BLOUSES THAT MAY GET SOILED BY MAKEUP DURING THE SHOW'S RUN. THE COLLARS OF WHICH SHOULD BE SCRUBBED WITH 'VANISH' BEFORE THEY ARE PUT INTO A WASHING MACHINE. YOU DO NOT HAVE TO DO THIS BEFORE RETURNING THE COSTUMES
- EXCESS MAKEUP ON HATS SHOULD BE CLEANED WITH A WIPE BEFORE RETURNING TO 'CHARADES'
- ANY COSTUME EXCESSIVELY SOILED WILL BE SUBJECT TO A FULL CLEANING CHARGE AT £5.00 PER ITEM
- ANY DAMAGE TO COSTUMES SHOULD BE REPORTED TO 'CHARADES' BEFORE THE COSTUMES ARE RETURNED
- ANY COSTUME(S) DAMAGED (BEYOND NORMAL WEAR AND TEAR) MUST BE PAID FOR IN FULL (A QUOTE WILL BE SUBMITTED TO THE SOCIETY COMMITTEE IN THIS EVENT)
- THE COST OF REPLACEMENT WILL BE CHARGED BY 'CHARADES' IF: THE COSTUME IS RETURNED WITH ONE OF MORE ITEMS MISSING; THE COSTUME IS RETURNED WITH BLOOD (OR OTHER BODILY FLUIDS); THE COSTUME IS NOT RETURNED TO 'CHARADES' FOR WHATEVER REASON
- THOROUGH CHECKS ARE CARRIED OUT ON ALL WARDROBES BEFORE LEAVING US, AND ON RETURN. 'CHARADES' RESERVES THE RIGHT TO HAVE FINAL SAY ON ANY DAMAGED OR MISSING ITEMS FROM THE HIRED WARDROBE. IN SUCH CASE THE HIRER MUST CONCEDE TO REPLACE ALL DAMAGED/MISSING ITEMS. AN ITEMISED INVOICE WILL BE SUBMITTED TO THE COMMITTEE WITHIN 14 DAYS OF RETURN IF SUCH EVENT OCCURS

RETURNING COSTUMES

- IT IS THE RESPONSIBILITY OF THE NAMED HIRER TO ENSURE THAT ALL COSTUMES AND ACCESSORIES ARE RETURNED TO 'CHARADES'. THIS INCLUDES FULLY CHECKING THE DRESSING ROOMS AND SIDE STAGE AFTER THE FINAL PERFORMANCE
- IF YOU CHOOSE TO TAKE ADVANTAGE OF OUR COLLECTION SERVICE PLEASE ENSURE THAT TWO ADULT TICKETS ARE AVAILABLE FOR THE LAST PERFORMANCE OF YOUR SHOW, SO WE CAN COLLECT YOUR COSTUMES AFTER THE SHOW CLOSES
- PLEASE ENSURE THAT A CAR PARK SPACE IS ALLOCATED CLOSE TO THE STAGE DOOR ONE HOUR BEFORE THE CLOSE OF YOUR SHOW, ALLOWING THE COSTUMES TO BE PACKED IN THE CHARADES VAN SAFELY FOR BOTH YOUR MEMBERS AND OUR TEAM
- AFTER THE FINAL PERFORMANCE ENSURE THAT ALL COSTUMES ARE PACKED NEATLY IN THE INDIVIDUAL GARMENT BAGS THEY ARE ISSUED IN AND THAT ANY HATS, PARASOLS, WALKING CANES, BOOTS, SHOES ARE NOT PUT IN THE GARMENT BAGS BUT RETURNED

PACKED IN SUITABLE CARDBOARD BOXES. ALL GARMENT BAGS MUST BE BROUGHT TO ONE POINT AS CLOSE TO THE EXIT AS POSSIBLE READY FOR COLLECTION AT THE AGREED TIME

- IF YOU CHOOSE TO RETURN YOUR COSTUMES TO 'CHARADES' PLEASE ARRANGE A TIME AND DATE THAT IS MUTUALLY AGREED BY BOTH 'CHARADES' AND THE CUSTOMER. FAILURE TO RETURN THE COSTUME(S) ON THE ARRANGED DATE WILL RESULT IN A £5.00 PER DAY PER COSTUME SURCHARGE
- ANY COSTUME(S) NOT COLLECTED BY 'CHARADES' AND LOST IN TRANSIT ARE THE HIRER'S RESPONSIBILITY
- EFFORT SHOULD BE MADE BY EACH PERSON HIRING COSTUMES FROM 'CHARADES' TO RETURN ALL PARTS OF THE WARDROBE, THIS INCLUDES REMOVING ANY ITEMS OF CLOTHING, PROPS AND PERSONAL ARTEFACTS THAT DO NOT BELONG TO 'CHARADES'
- 'CHARADES' ACCEPT NO RESPONSIBILITY FOR ANY MONIES OR PERSONAL BELONGINGS LEFT IN RETURNED COSTUMES OR BAGS

ADVERTISING

- CREDIT AS COSTUMIER MUST BE GIVEN ON ALL PRODUCTION LITERATURE USING THE WORDING "**COSTUMES BY CHARADES THEATRICAL COSTUME HIRE, ST HELENS**", ALONG WITH OUR WEBSITE ADDRESS: **www.charades-theatrical.com**
- IF THE SOCIETY USE THEIR OWN COSTUMES, OTHER THAN THOSE SUPPLIED BY 'CHARADES', THIS MUST BE NOTED IN THE PRODUCTION PROGRAMME
- IF YOU HAVE ANY GOOD QUALITY ON-STAGE PHOTOGRAPHS TAKEN OF YOUR SHOW, WE WOULD APPRECIATE A COPY OF THE IMAGES TO USE AS PUBLICITY MATERIAL. BY ALLOWING 'CHARADES' TO HAVE A COPY OF THE PHOTOGRAPHS THE SOCIETY AUTHORISES ALL USE OF THE IMAGES FOR 'CHARADES' MARKETING PURPOSES
- ALL COSTUMES SUPPLIED BY 'CHARADES' ARE SUBJECT TO COPYRIGHT BY THE COMPANY. THEREFORE ANY USE OF IMAGES OR RECORDINGS OF 'CHARADES' COSTUMES MUST BE FULLY CREDITED

PAYMENT OF GOODS

- 'CHARADES' ACTIVELY SUPPORTS VARIOUS REGISTERED CHARITIES AND CANNOT OFFER DISCOUNT FOR CHARITY EVENTS
- 'CHARADES' CANNOT OFFER DISCOUNT OR EXCHANGE AS TERMS OF PAYMENT
- NO REFUNDS WILL BE MADE FOR EARLY RETURN OF GOODS HIRED
- NO REFUNDS WILL BE ISSUED IF A COSTUME/SHOW HAS BEEN CANCELLED ONCE IT HAS BEEN BOOKED
- NO REFUNDS WILL BE ISSUED ON ACCESSORIES UNLESS THEY ARE PROVEN TO BE FAULTY
- THE PRE-PAID DEPOSIT WILL BE DEDUCTED FROM THE FINAL INVOICE ASSUMING ALL OF THE ABOVE CONDITIONS HAVE BEEN MET
- THE DEPOSIT MAY NOT COVER THE WHOLE COST OF REPAIR OR REPLACEMENT COSTUME(S). THEREFORE WE RESERVE THE RIGHT TO LEVY ANY EXTRA CHARGES TO COVER SUCH COSTS
- **THE FULL REMAINDER OF THE INVOICE MUST BE PAID BY THE LAST DAY OF YOUR PERFORMANCE (PLEASE ENSURE THAT CHEQUES HAVE FIVE WORKING DAYS TO CLEAR BEFORE THIS DATE)**
- BACS IS OUR PREFERRED METHOD OF PAYMENT, HOWEVER IF YOU WOULD PREFER TO PAY USING CHEQUES THEN PLEASE SEE DETAILS ON THE FIRST PAGE OF THIS DOCUMENT
- LATE PAYMENTS OF GOODS IS GOVERNED BY THE 'LATE PAYMENT OF COMMERCIAL DEBTS ACT 1998'. A LATE PAYMENT IS DEEMED AS BEING 7 DAYS AFTER THE PAYMENT DUE DATE HAS BEEN SET OUT ON THE INVOICE AND IS CALCULATED USING THE CALCULATION, DEBT X INTEREST RATE X NUMBER OF DAYS LATE / 365. THE INTEREST RATE AS SET OUT IN THE ACT IS 8% PLUS THE CURRENT NATIONAL REFERENCE RATE

DISCLAIMER

- CUSTOMERS WEAR 'CHARADES' BOOTS AND SHOES AT THEIR OWN RISK AND ARE HIRED AS SEEN
- 'CHARADES' DO NOT ACCEPT RESPONSIBILITY FOR ANY INJURY OR DAMAGES TO A THIRD PARTY, PERSONS OR PROPERTY CAUSED BY USE OF GOODS HIRED UNDER THIS AGREEMENT. IN THE EVENT OF ANY MATTER BEING TESTED AT LAW AS A RESULT OF THE HIRER'S FAILURE TO COMPLY WITH ANY OF THESE CONDITIONS, THE HIRER AGREES TO PAY THE COMPANY'S COSTS IN THIS MATTER

INSURANCE

- THE HIRER WILL ENSURE THAT 'CHARADES' COSTUMES ARE INSURED WITH THE APPROPRIATE LEVEL OF COVER AND WITH A COMPANY WHO IS AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY, SUCH AS NODA INSURANCE. HIRER'S MUST ENSURE THAT THEIR POLICY COVERS COSTUME RENTAL - PLEASE CONTACT GARETH AT 'CHARADES' WHO WILL BE ABLE TO ADVISE AND CALCULATE THIS FOR YOU

I HEREBY AGREE TO THE 'TERMS AND CONDITIONS' LISTED ABOVE, AND AGREE TO ABIDE BY THEM:

PRINT NAME SIGNED DATE
(WARDROBE REPRESENTATIVE)

PRINT NAME SIGNED DATE
(COMPANY SECRETARY/TREASURER/CHAIRPERSON)

PRINT NAME SIGNED DATE
(CHARADES THEATRICAL COSTUME HIRE REPRESENTATIVE)

IF YOU HAVE ANY QUESTIONS OR QUERIES REGARDING ANY PART OF THIS CONTRACT / TERMS AND CONDITIONS PLEASE DO NOT HESITATE TO CONTACT GARETH AT CHARADES

PLEASE FILL IN THE CONTRACT FORM (FIRST PAGE OF THIS DOCUMENT), CHECK AND INITIAL EACH PAGE OF THE TERMS AND CONDITIONS, AND SIGN/DATE THE FORM ABOVE.

PLEASE RETURN ONE FULL COPY (6 PAGES) TO CHARADES AND RETAIN ONE FULL COPY (6 PAGES) FOR YOUR SOCIETY'S RECORDS

*** NB: NO BOOKING CAN BE MADE UNLESS THIS FULL DOCUMENT (6 PAGES) HAS BEEN SIGNED, DATED AND RETURNED TO CHARADES**