

Charades Theatrical Costume Hire

Units 4-7, Bold Business Centre, Bold Lane, St Helens, Merseyside, UK. WA9 4TX

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NAME OF PRODUCTION

PLAYING AT

DATE OF DRESS REHEARSAL

DATE OF PRODUCTION FROM TO

APPROXIMATE NUMBER OF FULL COSTUMES REQUIRED

CONTACT NAME POSITION

HIRING ON BEHALF OF (NAME OF COMPANY)

CONTACT EMAIL

TELEPHONE MOBILE

ADDRESS FOR CORRESPONDENCE

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<p>DELIVERY / PICK-UP DATE AND TIME</p> <p>I wish for the wardrobe to be delivered / I wish to pick-up the wardrobe from Charades myself (delete as applicable)</p> <p>on: / /</p> <p>at: am/pm</p>	<p>DELIVERY ADDRESS (if applicable)</p>	<p>DELIVERY QUOTE (if applicable)</p>
<p>COLLECTION / RETURN DATE AND TIME</p> <p>I wish for the wardrobe to be collected / I wish to return the wardrobe to Charades myself (delete as applicable)</p> <p>on: / /</p> <p>at: am/pm</p>	<p>COLLECTION ADDRESS (if applicable)</p>	<p>COLLECTION QUOTE (if applicable)</p>

<p>STANDARD DEPOSIT - £600 (six hundred pounds)</p> <ul style="list-style-type: none"> * The deposit is subject to our Terms & Conditions * Some wardrobes may require a smaller/larger deposit to book. Charades will advise if this is the case * The deposit will be deducted from the final invoice, provided that all the Terms & Conditions are met 	<p>BACS</p> <p>Bank: Barclays Account Name: Charades Theatrical Costume Hire Sort Code: 20-74-45 Account No. 23652963 SWIFTBIC: BUKBGB22 IBAN: GB35BUKB20744523652963 Ref: Name of Society</p>	<p>CHEQUES</p> <p>Made payable to: Charades Theatrical Costume Hire</p>
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TERMS AND CONDITIONS

AMENDED 01.04.2021

THE PERSON FILLING OUT THIS FORM AND THE COMPANY THEY REPRESENT SHALL HEREBY BE REFERRED TO AS THE 'HIRER'. BEFORE HIRING ANY ITEM(S) FROM 'CHARADES' THE PERSON FILLING OUT THIS FORM AND THE COMPANY THEY REPRESENT MUST READ AND ABIDE BY THE FOLLOWING TERMS AND CONDITIONS. TO COMPLETE THIS FORM THE HIRER MUST INITIAL EACH PAGE AND RETURN THE COMPLETE SIGNED CONTRACT TO CHARADES.

HOW TO BOOK A WARDROBE

- TO BOOK A WARDROBE 'CHARADES' REQUIRE A FULLY SIGNED COPY OF THIS DOCUMENT (8 PAGES). WE REQUIRE EACH FIELD OF THE FRONT COVER TO BE FILLED IN; THE HIRER MUST READ, CHECK AND INITIAL THE BOTTOM OF EACH PAGE; AND SIGN THE FINAL PAGE PROVIDED THEY AGREE TO ABIDE TO THE FOLLOWING TERMS AND CONDITIONS
- TO BOOK A WARDROBE 'CHARADES' REQUIRE A £600.00 (SIX HUNDRED POUNDS) DEPOSIT (SOME WARDROBES MAY REQUIRE A SMALLER / LARGER DEPOSIT TO BOOK. 'CHARADES' WILL ADVISE IF THIS IS THE CASE AT THE TIME OF ENQUIRY). DEPOSITS CAN BE PAID EITHER BY BACS OR CHEQUE (PLEASE SEE PAGE 1 OF THIS DOCUMENT FOR FULL PAYMENT DETAILS)
- UNTIL THE DEPOSIT HAS CLEARED THE WARDROBE WILL NOT BE FULLY BOOKED AND 'CHARADES' RESERVES THE RIGHT TO DECLINE TO WARDROBE THE PRODUCTION UNTIL THIS TIME
- THE DEPOSIT AMOUNT WILL BE DEDUCTED FROM THE FINAL INVOICE, PROVIDED THAT ALL LISTED TERMS & CONDITIONS ARE MET
- SHOULD THE WARDROBE BE DAMAGED IN ANY WAY THE DEPOSIT MAY NOT COVER THE WHOLE COST OF REPAIR OR REPLACEMENT COSTUME(S). THEREFORE 'CHARADES' RESERVE THE RIGHT TO LEVY ANY EXTRA CHARGES TO COVER SUCH COSTS
- ALTHOUGH WE DO NOT EXPECT THE HIRER TO KNOW AT THE TIME OF BOOKING THE EXACT NUMBERS OF FULL COSTUMES REQUIRED, IT IS USEFUL TO KNOW THE APPROXIMATE AMOUNT OF FULL COSTUMES REQUIRED SO 'CHARADES' CAN ALLOCATE ENOUGH TIME TO PREPARE THE WARDROBE

CANCELLATION / CHANGES OF DATES / POSTPONMENT

DEPOSITS:

- ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE (EG. CAN NOT BE USED TO BOOK A DIFFERENT WARDROBE SHOULD THE PRODUCTION BE CANCELLED)
- IF FOR WHAT EVER REASON THE PRODUCTION IS CANCELLED THE DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERABLE
- IF FOR WHAT EVER REASON THE HIRER CHANGES THE DATES OF THE BOOKED PRODUCTION 'CHARADES' CANNOT GUARANTEE THE AVAILABILITY OF THE WARDROBE FOR THE NEW PRODUCTION DATES. IF THE WARDROBE IS AVAILABLE FOR THE NEW PRODUCTION DATES 'CHARADES' WILL BE ABLE TO TRANSFER THE BOOKING AND THE PAID DEPOSIT TO THE NEW PRODUCTION DATES. 'CHARADES' MAY REQUEST FOR AN ADDITIONAL DEPOSIT TO DO THIS. THIS ADDITIONAL DEPOSIT WILL ALSO BE DEDUCTED FROM THE FINAL INVOICE
- IF FOR WHAT EVER REASON THE HIRER CHANGES THE DATES OF THE BOOKED PRODUCTION AND 'CHARADES' CANNOT ACCOMMODATE THE NEW PRODUCTION DATES THIS WILL BE CONSIDERED A CANCELLATION AND THE DEPOSIT WILL NOT BE REFUNDED
- IF FOR WHAT EVER REASON THE HIRER CHANGES THE DATES OF THE BOOKED PRODUCTION WITH 'CHARADES' AND THEN SUBSEQUENTLY CANCELS THE NEW PRODUCTION DATES / BOOKING, THE HIRER IS LIABLE FOR FULL PAYMENT OF THE 'CHARADES' WARDROBE INVOICE AND ANY COSTUME(S) ORDERED. IF THE HIRER HAS NOT YET SUBMITTED THE COSTUME ORDER AN INVOICE WILL BE CALCULATED USING THE 'APPROXIMATE NUMBER OF FULL COSTUMES REQUIRED' FIGURE THAT THE HIRER FILLED IN ON PAGE 1. THE PAID DEPOSIT WILL BE DEDUCTED FROM THIS INVOICE

CANCELLATION PERIOD - ANY POINT AFTER 60 DAYS BEFORE THE OPENING NIGHT:

- IF YOUR PRODUCTION IS BOOKED WITH 'CHARADES' AND **CANCELLED** AT ANY POINT AFTER 60 DAYS BEFORE THE OPENING NIGHT (AS DATED BY THE HIRER ON PAGE 1), THE HIRER IS LIABLE FOR FULL PAYMENT OF THE 'CHARADES' WARDROBE INVOICE AND ANY COSTUME(S) ORDERED. IF THE HIRER HAS NOT YET SUBMITTED THE COSTUME ORDER AN INVOICE WILL BE CALCULATED USING THE 'APPROXIMATE NUMBER OF FULL COSTUMES REQUIRED' FIGURE THAT THE HIRER FILLED IN ON PAGE 1. THE PAID DEPOSIT WILL BE DEDUCTED FROM THIS INVOICE
- IF YOUR PRODUCTION IS BOOKED WITH 'CHARADES' AND **POSTPONED** AT ANY POINT AFTER 60 DAYS BEFORE THE OPENING NIGHT (AS DATED BY THE HIRER ON PAGE 1), THE HIRER IS LIABLE FOR FULL PAYMENT OF THE 'CHARADES' WARDROBE INVOICE AND ANY COSTUME(S) ORDERED. IF THE HIRER HAS NOT YET SUBMITTED THE COSTUME ORDER AN INVOICE WILL BE CALCULATED USING THE 'APPROXIMATE NUMBER OF FULL COSTUMES REQUIRED' FIGURE THAT THE HIRER FILLED IN ON PAGE 1. IN THIS EVENT 'CHARADES' WILL MOVE YOUR BOOKING TO THE NEW POSTPONED PERFORMANCE DATES, PROVIDED THAT THE WARDROBE IS AVAILABLE FOR THOSE DATES. 'CHARADES' WILL BE ABLE TO TRANSFER THE FULLY PAID INVOICE AND PAID DEPOSIT TO THE NEW DATES. IF THE NEW **POSTPONED** PERFORMANCE DATES ARE NOT AVAILABLE THIS WILL BE CONSIDERED A CANCELLATION - IN THIS SITUATION THE HIRER IS STILL LIABLE FOR FULL PAYMENT OF THE 'CHARADES' WARDROBE INVOICE AND ANY COSTUME(S) ORDERED. IF THE HIRER HAS NOT YET SUBMITTED THE COSTUME ORDER AN INVOICE WILL BE CALCULATED USING THE 'APPROXIMATE NUMBER OF FULL COSTUMES REQUIRED' FIGURE THAT THE HIRER FILLED IN ON PAGE 1. THE PAID DEPOSIT WILL BE DEDUCTED FROM THIS INVOICE
- IF THE COSTUME ORDER HAS BEEN SUBMITTED TO 'CHARADES' AND ANY COSTUME(S) ARE CANCELLED BY THE HIRER AT A LATER DATE, THE HIRER IS STILL LIABLE TO PAY FOR ALL THE COSTUMES ORIGINALLY ORDERED
- IN THE UNLIKELY EVENT THAT THE HIRER DECIDES NOT TO WEAR ANY OF THE ORDERED COSTUME(S) SUPPLIED BY 'CHARADES' FOR WHATEVER REASON, THEN THESE COSTUME(S) MUST STILL BE PAID FOR IN FULL

PRICE LIST

- ALL OUR PRICES ARE SUBJECT TO VAT - THE STANDARD RATE OF VAT IS CURRENTLY 20% (01.04.2021)
- VAT REGISTRATION NUMBER: 263 7200 20
- THE PRICES OUTLINED BELOW ARE FOR A ONE WEEK PRODUCTION HIRE. 'CHARADES' DEFINE A WEEK AS UP TO 7 DAYS (FROM OPENING NIGHT TO CLOSING NIGHT - WITH DELIVERY USUALLY TAKING PLACE ON THE THURSDAY / FRIDAY BEFORE THE DRESS REHEARSAL). FOR ANY SHOWS WITH A LONGER RUN THAN 7 DAYS (OPENING NIGHT TO CLOSING NIGHT), 50% OF THE HIRE CHARGE WILL BE ADDED PER COSTUME PER EXTRA WEEK. EG:
 - FOR A ONE WEEK HIRE - £20.00 (EX VAT) PER COSTUME
 - FOR A TWO WEEK HIRE - £30.00 (EX VAT) PER COSTUME
 - FOR A THREE WEEK HIRE - £40.00 (EX VAT) PER COSTUME
- **ADULT / CHILD COSTUMES (FOR 30 OR MORE FULL COSTUMES)** - £20.00 EACH (EX VAT) PER WEEK (7 DAYS, OPENING TO CLOSING NIGHT)
- **ADULT / CHILD COSTUMES (FOR LESS THAN 30 FULL COSTUMES)** - £24.00 EACH (EX VAT) PER WEEK (7 DAYS, OPENING TO CLOSING NIGHT)
- **SHOWGIRL COSTUMES** - £27.00 EACH (EX VAT) PER WEEK
- **PANTOMIME DAME COSTUMES / DRAG COSTUMES (EXCLUDING WIG)** - £27.00 EACH (EX VAT) PER WEEK
- **COATS / CLOAKS / DRESSING GOWNS / GRADUATION ROBES** - £13.00 EACH (EX VAT) PER WEEK
- **BOOTS / SHOES** - £20.00 EACH PAIR (EX VAT) PER WEEK
- **EXTRA HATS (EXTRA TO THOSE ISSUED WITH THE COSTUME(S))** - £5.00 EACH (EX VAT) PER WEEK
- **EXTRA GARMENTS / ACCESSORIES (EXTRA TO THOSE ISSUED WITH THE COSTUME(S))** - QUOTE AVAILABLE ON REQUEST
- **WIGS** - £20.00 EACH (EX VAT) PER WEEK
- IF TIME FACTORS ALLOW THE HIRER MAY REQUEST 'CHARADES' TO SUPPLY COSTUMES FOR PUBLICITY PHOTOGRAPHS. THESE COSTUMES ARE CHARGED AT **£20.00 EACH (EX VAT) 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
- 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 HIRER AND 'CHARADES'
- IN SOME WARDROBES COSTUMES MAY BE MORE EXPENSIVE TO HIRE DUE TO THEIR BESPOKE NATURE - YOU WILL BE INFORMED OF THIS AND PRICES WILL BE PROVIDED AT THE TIME OF ENQUIRY
- 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 A MEMBER OF THE 'CHARADES' TEAM FOR A QUOTE
- GENTLEMEN: EACH FULL GARMENT IS SUPPLIED WITH THE APPROPRIATE SHIRTS, TIES, CRAVATS, WAISTCOATS, CUFFLINKS, GLOVES, 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

PAYMENT OF GOODS

- **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)**
- INVOICES CAN BE PAID EITHER BY BACS OR CHEQUE (PLEASE SEE PAGE 1 OF THIS DOCUMENT FOR FULL PAYMENT DETAILS)
- 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
- 'CHARADES' REQUIRE FOR SOME WARDROBES TO BE PAID IN FULL BEFORE DISPATCH. 'CHARADES' WILL ADVISE IF THIS IS THE CASE AT THE TIME OF ENQUIRY (PLEASE ENSURE THAT CHEQUES HAVE FIVE WORKING DAYS TO CLEAR BEFORE THE DISPATCH DATE)
- FIRST TIME CLIENTS WILL BE EXPECTED TO PAY FOR THE WARDROBE IN FULL BEFORE DISPATCH (PLEASE ENSURE THAT CHEQUES HAVE FIVE WORKING DAYS TO CLEAR BEFORE THE DISPATCH DATE)
- 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
- 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
- 'CHARADES' ACTIVELY SUPPORTS VARIOUS REGISTERED CHARITIES AND CANNOT OFFER DISCOUNT FOR CHARITY EVENTS
- 'CHARADES' CANNOT OFFER DISCOUNT OR EXCHANGE AS TERMS OF PAYMENT

GENERAL

- AT 'CHARADES' WE PREFER TO COSTUME THE FULL WARDROBE, WE DO HOWEVER RECOGNISE EACH CLIENT'S NEEDS AND SPECIFICATIONS, THEREFORE RATHER THAN WORKING FROM FIXED WARDROBE PLOTS OF OUR OWN, WE WORK CLOSELY WITH THE HIRER TO TAILOR A WARDROBE AROUND THEIR REQUIREMENTS, IDEAS AND BUDGET

- SOME SELECTED WARDROBES (E.G **SHREK, CHITTY CHITTY BANG BANG**) CAN ONLY BE HIRED AS FULL WARDROBES. THE HIRER WILL BE INFORMED OF THIS AND PRICES / QUANTITIES WILL BE PROVIDED AT THE TIME OF ENQUIRY
- AT 'CHARADES' WE STRIVE TO ACCOMMODATE ALL OF YOUR DIRECTOR'S REQUIREMENTS. HOWEVER, 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 (SUBJECT TO AVAILABILITY AND TIME)
- EXTRA CHARGES MAY BE MADE FOR SPECIALLY COMMISSIONED COSTUMES / WARDROBES (SUBJECT TO AVAILABILITY AND TIME)
- WE ARE HAPPY TO MEET WITH YOUR DIRECTOR AND WARDROBE TEAM AT ANY POINT AT OUR PREMISES DURING OPENING HOURS (PLEASE BOOK FOR AN APPOINTMENT) - WE DO REQUIRE 10 DAYS NOTICE BEFORE APPOINTMENTS. IF YOU WOULD PREFER TO HAVE AN ON-LINE MEETING PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM TO DISCUSS FURTHER
- THE COSTUME IMAGES WE HAVE ON OUR WEBSITE AND SOCIAL MEDIA ARE EXAMPLES OF PAST PRODUCTIONS 'CHARADES' HAVE SUPPLIED THE COSTUMES FOR. WARDROBES MAY DIFFER DUE TO SIZING, AVAILABILITY AND THE ADDITION OF NEW STOCK
- 'CHARADES' RESERVES THE RIGHT TO CHANGE ANY PART, COLOUR OR DESIGN OF COSTUMES WITHOUT NOTICE
- IF A COSTUME HAS BEEN BOOKED AND SUBSEQUENTLY DAMAGED BY A THIRD PARTY BEFORE YOUR HIRE DATE, 'CHARADES' WILL OFFER A COMPARABLE REPLACEMENT
- 'CHARADES' DO NOT PART WARDROBE PRODUCTIONS IN CONJUNCTION WITH OTHER COSTUMIERS
- FOR 'DIRTIER' LOOKING WARDROBES (EG. 'OLIVER!' OR 'LES MISERABLES') 'CHARADES' GO TO EXTRA MEASURES TO ENSURE AN AUTHENTIC AESTHETIC IS ACHIEVED. THE HIRER / PERFORMER MUST NEVER DIRTY UP ANY OF OUR COSTUMES THEMSELVES
- ALL COSTUMES, WARDROBES AND ACCESSORIES REMAIN THE PROPERTY OF 'CHARADES'
- THE HIRER HAS THE SOLE RESPONSIBILITY FOR THE HIRED COSTUME(S) UNTIL THE COSTUME(S) ARE RETURNED TO THE 'CHARADES' PREMISES. ANY HIRER FAILING TO RETURN COSTUMES (FOR WHATEVER REASON) WILL BE PROSECUTED

MEASURING AND SUBMITTING THE MEASUREMENTS

- THE HIRER MUST DOWNLOAD THE OFFICIAL 'CHARADES' MEASUREMENT FORMS FROM OUR WEBSITE - WWW.CHARADES-THEATRICAL.COM (DOCUMENTS PAGE). THESE FORMS CAN BE PRINTED AND THE INFORMATION FILLED IN BY HAND. THE MEASUREMENT FORMS CAN THEN BE SCANNED IN AND EMAILED TO 'CHARADES', OR SIMPLY POSTED TO US. PLEASE NOTE: 'CHARADES' CANNOT ACCEPT THE REQUIRED INFORMATION OTHER THAN ON THE OFFICIAL DOCUMENTS
- THE HIRER IS RESPONSIBLE FOR FILLING IN **ALL** THE REQUIRED INFORMATION LISTED ON OUR MEASUREMENT FORMS
- WE ALSO HAVE A HANDY DOWNLOADABLE GUIDE FOR MEASURING YOUR CAST ON THIS WEBPAGE WHICH YOU MAY FIND USEFUL BEFORE MEASURING. WE UNDERSTAND THAT EVERYONE HAS THEIR OWN METHODS OF MEASURING, BUT PLEASE BE AWARE 'CHARADES' ASK YOU TAKE YOUR MEASUREMENTS FOR US IN THIS MANNER AS IT IS BASED UPON HOW WE MEASURE GARMENTS BEFORE ASSIGNING THEM TO YOUR CAST. THIS IS SO WE CAN MAKE SURE THAT WE GIVE YOU THE COSTUMES THAT ARE THE BEST FIT FOR YOUR PERFORMER
- IF THE HIRER SUBMITS MEASUREMENTS WHICH PROVE TO BE INCORRECT THERE WILL BE A REPLACEMENT SURCHARGE FOR EACH COSTUME WHICH CANNOT BE ALTERED - £10.00 (EX VAT) PER FULL COSTUME
- 'CHARADES' CANNOT BE HELD RESPONSIBLE FOR ANY COSTUME(S) THAT DO NOT FIT DUE TO INCORRECT MEASUREMENTS. 'CHARADES' CAN ONLY PROVIDE COSTUMES FROM THE MEASUREMENTS THAT WE HAVE BEEN SUPPLIED. THEREFORE, PLEASE MAKE SURE THAT THE MEASUREMENTS ARE TAKEN AS ACCURATELY AS POSSIBLE
- '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 HIRER MUST HAVE THE SAME PERSON MEASURE ALL THE PERFORMERS. 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
- PLEASE DO NOT ALLOW CAST MEMBERS TO PREDICT WHAT MEASUREMENTS THEY WILL BE AT THE TIME OF THE PRODUCTION. IT IS IMPORTANT THAT YOU SUPPLY US WITH HONEST, ACCURATE SIZES AT THE TIME OF MEASURING
- ALL MEASUREMENTS MUST BE DONE IN INCHES, 'CHARADES' DO NOT ACCEPT MEASUREMENTS IN CENTIMETRES
- COMPLETED MEASUREMENT FORMS SHOULD BE SUBMITTED TO 'CHARADES' NO LATER THAN 30 DAYS BEFORE THE DESIRED DELIVERY DATE. 'CHARADES' RESERVES THE RIGHT TO REFUSE TO SUPPLY THE WARDROBE IF WE HAVE NOT RECEIVED THEM BY THIS DATE
- IF ANY PERFORMERS HAVE AN AVERSION TO CERTAIN COLOURS, CAN YOU LET US KNOW SO WE CAN AVOID IT (PROVIDED THAT THE COLOUR AVERSION IS NOT THE COLOUR SCHEME THAT THE DIRECTOR HAS CHOSEN, OR WOULD IMPACT THE PRODUCTION (EG. REFUSES TO WEAR GREEN IN THE 'EMERALD CITY')
- IF ANY PERFORMERS HAVE MARKINGS OR TATTOOS WE OUGHT TO BE AWARE OF, PLEASE LET US KNOW, OR IF THEY HAVE TROUBLE WITH FITS IN CERTAIN PLACES (SUCH AS MUSCULAR ARMS)

SUBMITTING THE COSTUME ORDER

- THE HIRER MUST DOWNLOAD THE OFFICIAL 'CHARADES' COSTUME ORDER FORMS FROM OUR WEBSITE - WWW.CHARADES-THEATRICAL.COM (DOCUMENTS PAGE). THESE FORMS CAN BE PRINTED AND THE INFORMATION FILLED IN BY HAND. THE COSTUME ORDER FORMS CAN THEN BE SCANNED IN AND EMAILED TO 'CHARADES', OR SIMPLY POSTED TO US. PLEASE NOTE: 'CHARADES' CANNOT ACCEPT THE REQUIRED INFORMATION OTHER THAN ON THE OFFICIAL DOCUMENTS
- THE HIRER IS RESPONSIBLE FOR FILLING IN **ALL** THE REQUIRED INFORMATION LISTED ON OUR COSTUME ORDER FORMS

- COMPLETED COSTUME ORDER FORMS SHOULD BE SUBMITTED TO 'CHARADES' NO LATER THAN 30 DAYS BEFORE THE DESIRED DELIVERY DATE. 'CHARADES' RESERVES THE RIGHT TO REFUSE TO SUPPLY THE WARDROBE IF WE HAVE NOT RECEIVED THEM BY THIS DATE
- IF THERE ARE NOT ENOUGH GRID BOXES FOR A PERFORMER'S COSTUME REQUIREMENTS THEN PLEASE USE THE NEXT LINE
- IF ANY PERFORMERS HAVE AN AVERSION TO CERTAIN COLOURS, CAN YOU LET US KNOW SO WE CAN AVOID IT (PROVIDED THAT THE COLOUR IS NOT THE COLOUR SCHEME THAT THE DIRECTOR HAS CHOSEN, OR WOULD IMPACT THE PRODUCTION (EG. REFUSES TO WEAR GREEN IN THE 'EMERALD CITY')
- IF ANY PERFORMER(S) HAVE MARKINGS OR TATTOOS WE OUGHT TO BE AWARE OF, PLEASE LET US KNOW, OR IF THEY HAVE TROUBLE WITH FITS IN CERTAIN PLACES (SUCH AS MUSCULAR ARMS)

DELIVERY OF THE WARDROBE BEFORE THE PRODUCTION

- WARDROBE DELIVERY USUALLY TAKES PLACE ON THE THURSDAY / FRIDAY BEFORE YOUR PRODUCTIONS DRESS REHEARSAL (SUBJECT TO AVAILABILITY)
- 'CHARADES' HAS AN IN HOUSE DELIVERY SERVICE WHERE WE CAN TRANSPORT THE WARDROBE TO ARRIVE AT YOUR CHOSEN DESTINATION ON A DAY / TIME SUITABLE FOR YOU (SUBJECT TO AVAILABILITY). PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM WHO WILL BE ABLE TO CHECK AVAILABILITY AND PROVIDE YOU WITH A QUOTE FOR THIS DELIVERY SERVICE
- SOME WARDROBES CAN BE QUITE HEAVY SO WE ASK THE HIRER TO ARRANGE SOME HELP TO BRING THE WARDROBE INTO YOUR VENUE. PLEASE DO NOT EXPECT THE DRIVER TO DO THIS ALONE
- UPON ARRIVAL, THE HIRER SHOULD CHECK THE 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
- THE HIRER SHOULD ENSURE THAT THE PRODUCTION HAS A WARDROBE TEAM THAT IS CAPABLE OF DOING ANY SMALL ADJUSTMENTS / ALTERATIONS / REPAIRS THAT MAY BE NECESSARY DURING THE REHEARSAL / PERFORMANCE PERIOD
- THE 'DO'S' AND 'DON'TS' REGARDING COSTUME ALTERATIONS ARE CLEARLY LISTED IN THE 'CARE OF HIRED ITEMS' SECTION OF THIS CONTRACT. PLEASE ENSURE THAT ANY PERSON(S) ATTEMPTING ANY ALTERATIONS ARE FAMILIAR WITH THIS DOCUMENT.
- IF THE WARDROBE TEAM ARE UNABLE TO ALTER A PARTICULAR GARMENT THEN PLEASE REPORT THIS TO 'CHARADES' AS SOON AS POSSIBLE AND WE WILL ENSURE THAT YOU HAVE THE ALTERED / EXCHANGED COSTUMES BEFORE YOUR DRESS REHEARSAL
- WITH THE BESPOKE NATURE OF OUR STOCK WE DO NOT ALLOW FULL WARDROBES TO BE TRANSPORTED / SENT VIA A COURIER OR BY POST. WE MAY MAKE EXCEPTIONS FOR SMALL QUANTITIES OF COSTUMES. IF THIS APPLIES TO YOU PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM TO DISCUSS FURTHER
- WHILST IT IS USUAL PRACTICE TO ALLOW CAST MEMBERS TO TAKE THEIR HIRED COSTUMES HOME WITH THEM AFTER THE FITTING, PLEASE BE AWARE THAT SOME WARDROBES MUST BE DELIVERED DIRECTLY TO THE THEATRE DUE TO THEIR BESPOKE / BULKY NATURE, AND MUST **NOT** BE TAKEN HOME BY THE CAST. THE HIRER WILL BE INFORMED OF THIS AT THE TIME OF ENQUIRY. IF IT IS NOT POSSIBLE FOR US TO DELIVER THE WARDROBE DIRECTLY TO THE THEATRE, A STORAGE SPACE MUST BE ARRANGED TO RETAIN THE WARDROBE IN UNTIL THE HIRER CAN HAVE THE WARDROBE TRANSPORTED TO THE PERFORMANCE SPACE

PICKING-UP THE WARDROBE FROM 'CHARADES' YOURSELF

- WARDROBE PICK-UP USUALLY TAKES PLACE ON THE THURSDAY / FRIDAY BEFORE YOUR PRODUCTIONS DRESS REHEARSAL (SUBJECT TO AVAILABILITY)
- IF THE HIRER (OR A REPRESENTATIVE FOR THE HIRER) CHOOSES TO PICK-UP THE WARDROBE FROM 'CHARADES', THE DATE AND TIME OF THE PICK-UP IS TO BE MUTUALLY AGREED BY BOTH PARTIES. PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM WHO WILL BE ABLE TO CHECK AVAILABILITY AND BOOK A DAY / TIME FOR YOU TO COLLECT THE WARDROBE
- PLEASE NOTE THAT IF YOU ARE PICKING-UP THE WARDROBE YOURSELF WE CAN ONLY ALLOW THE HIRER TO COLLECT FROM THE 'CHARADES' PREMISES (UNITS 4-7, BOLD BUSINESS CENTRE, BOLD LANE, ST HELENS, MERSEYSIDE, UK. WA9 4TX) AND DURING OPENING HOURS
- THE HIRER SHOULD CHECK THE 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
- THE HIRER SHOULD ENSURE THAT THE PRODUCTION HAS A WARDROBE TEAM THAT IS CAPABLE OF DOING ANY SMALL ADJUSTMENTS / ALTERATIONS / REPAIRS THAT MAY BE NECESSARY DURING THE REHEARSAL / PERFORMANCE PERIOD
- THE 'DO'S' AND 'DON'TS' REGARDING COSTUME ALTERATIONS ARE CLEARLY LISTED IN THE 'CARE OF HIRED ITEMS' SECTION OF THIS CONTRACT. PLEASE ENSURE THAT ANY PERSON(S) ATTEMPTING ANY ALTERATIONS ARE FAMILIAR WITH THIS DOCUMENT
- IF THE WARDROBE TEAM ARE UNABLE TO ALTER A PARTICULAR GARMENT THEN PLEASE REPORT THIS TO 'CHARADES' AS SOON AS POSSIBLE AND WE WILL ENSURE THAT YOU HAVE THE ALTERED / EXCHANGED COSTUMES BEFORE YOUR DRESS REHEARSAL
- WITH THE BESPOKE NATURE OF OUR STOCK WE DO NOT ALLOW FULL WARDROBES TO BE TRANSPORTED / SENT VIA A COURIER OR BY POST. WE MAY MAKE EXCEPTIONS FOR SMALL QUANTITIES OF COSTUMES. IF THIS APPLIES TO YOU PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM TO DISCUSS FURTHER
- WHILST IT IS USUAL PRACTICE TO ALLOW CAST MEMBERS TO TAKE THEIR HIRED COSTUMES HOME WITH THEM AFTER THE FITTING, PLEASE BE AWARE THAT SOME WARDROBES MUST BE TAKEN DIRECTLY TO THE THEATRE DUE TO THEIR BESPOKE / BULKY NATURE, AND MUST **NOT** BE TAKEN HOME BY THE CAST. THE HIRER WILL BE INFORMED OF THIS AT THE TIME OF ENQUIRY. IF IT IS NOT POSSIBLE FOR THE HIRER TO TAKE THE WARDROBE DIRECTLY TO THE THEATRE, A STORAGE SPACE MUST BE ARRANGED TO RETAIN THE WARDROBE IN UNTIL THE HIRER CAN HAVE THE WARDROBE TRANSPORTED TO THE PERFORMANCE SPACE

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 HIRER TO MAKE ALL MEMBERS OF THE WARDROBE TEAM AND CAST 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
- THE HIRER MUST NOT ATTACH STICKY LABELS OR BADGES TO ANY PART OF THE COSTUME(S)
- EACH MEMBER OF THE CAST'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 (EX VAT) PER BAG
- CUSTOMERS MUST WEAR UNDERWEAR WHILST WEARING 'CHARADES' COSTUMES (INCLUDING WHEN KNICKERS OR BLOOMERS ARE SUPPLIED)
- PERFORMERS WEAR 'CHARADES' BOOTS AND SHOES AT THEIR OWN RISK AND ARE HIRED AS SEEN. SOCKS OR TIGHTS MUST BE WORN
- 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 (EG. SKIDDING ON KNEES, JUMPS, SPLITS, OR FIGHTING)
- THE HIRER 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 HIRER
- 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 £10.00 (EX VAT) 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 HIRER IN THIS EVENT)
- THE COST OF REPLACEMENT WILL BE CHARGED BY 'CHARADES' IF: THE COSTUME IS RETURNED WITH ONE OR 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 HIRER WITHIN 14 DAYS OF RETURN IF SUCH EVENT OCCURS

COLLECTION OF THE WARDROBE AFTER THE PRODUCTION

- 'CHARADES' HAS AN IN HOUSE COLLECTION SERVICE WHERE WE CAN COLLECT THE WARDROBE FROM YOUR CHOSEN VENUE ON A DAY / TIME SUITABLE FOR YOU (SUBJECT TO AVAILABILITY). PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM WHO WILL BE ABLE TO CHECK AVAILABILITY AND PROVIDE YOU WITH A QUOTE FOR THIS COLLECTION SERVICE
- IT IS THE RESPONSIBILITY OF THE 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 THE HIRER HAS OPTED TO HAVE THE WARDROBE COLLECTED BY 'CHARADES' AFTER THE FINAL PERFORMANCE OF THE PRODUCTION THE 'CHARADES' VEHICLE WILL ARRIVE IN PLENTY OF TIME AND SHOULD BE ABLE TO PARK AS CLOSE AS POSSIBLE TO THE EXIT / ENTRANCE WHERE THE WARDROBE WILL BE COMING FROM
- AFTER THE FINAL PERFORMANCE THE HIRER MUST 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
- SOME WARDROBES CAN BE QUITE HEAVY SO WE ASK THE HIRER TO ARRANGE SOME HELP TO BRING THE WARDROBE FROM YOUR VENUE TO THE 'CHARADES' VEHICLE. PLEASE DO NOT EXPECT THE DRIVER TO DO THIS ALONE

- UNDER NO CIRCUMSTANCES IS THE HIRER TO EXPECT THE 'CHARADES' DRIVER TO COME INTO THE THEATRE TO LOOK FOR COSTUMES, THE COSTUMES MUST BE BROUGHT OUT TO THE DRIVER. OUR DRIVER IS NOT INSURED TO ENTER THE STAGE / BACKSTAGE AREA
- 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
- WITH THE BESPOKE NATURE OF OUR STOCK WE DO NOT ALLOW FULL WARDROBES TO BE TRANSPORTED / RETURNED VIA A COURIER OR BY POST. WE MAY MAKE EXCEPTIONS FOR SMALL QUANTITIES OF COSTUMES. IF THIS APPLIES TO YOU PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM TO DISCUSS FURTHER

RETURNING THE WARDROBE TO 'CHARADES' YOURSELF

- IF THE HIRER (OR A REPRESENTATIVE FOR THE HIRER) CHOOSES TO RETURN THE WARDROBE TO 'CHARADES' PLEASE ARRANGE A TIME AND DATE THAT IS MUTUALLY AGREED BY BOTH PARTIES. PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM WHO WILL BE ABLE TO CHECK AVAILABILITY AND BOOK A DAY / TIME FOR YOU TO RETURN THE WARDROBE
- PLEASE NOTE THAT IF YOU ARE RETURNING THE WARDROBE YOURSELF WE CAN ONLY ALLOW THE HIRER TO RETURN TO THE 'CHARADES' PREMISES (UNITS 4-7, BOLD BUSINESS CENTRE, BOLD LANE, ST HELENS, MERSEYSIDE, UK. WA9 4TX) AND DURING OPENING HOURS
- FAILURE TO RETURN THE COSTUME(S) ON THE ARRANGED DATE WILL RESULT IN A £5.00 (EX VAT) 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
- WITH THE BESPOKE NATURE OF OUR STOCK WE DO NOT ALLOW FULL WARDROBES TO BE TRANSPORTED / RETURNED VIA A COURIER OR BY POST. WE MAY MAKE EXCEPTIONS FOR SMALL QUANTITIES OF COSTUMES. IF THIS APPLIES TO YOU PLEASE CONTACT A MEMBER OF THE 'CHARADES' TEAM TO DISCUSS FURTHER

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 COMPANY USE ANY OF 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 WHICH ALLOWS OTHER POTENTIAL HIRERS TO SEE WHAT WE DO. BY ALLOWING 'CHARADES' TO HAVE A COPY OF THE PHOTOGRAPHS THE HIRER / COMPANY AUTHORISES ALL USE OF THE IMAGES FOR 'CHARADES' MARKETING PURPOSES. IF USED 'CHARADES' WILL OF COURSE CREDIT THE COMPANY, THE PRODUCTION AND THE PHOTOGRAPHER WHERE POSSIBLE
- ALL COSTUMES SUPPLIED BY 'CHARADES' ARE SUBJECT TO COPYRIGHT, THEREFORE ANY USE OF IMAGES OR RECORDINGS OF 'CHARADES' COSTUMES MUST BE FULLY CREDITED

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 A MEMBER OF THE 'CHARADES' TEAM WHO WILL BE ABLE TO ADVISE AND CALCULATE THIS FOR YOU

SIGNATURES REQUIRED ON NEXT PAGE

DECLARATION

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

PRINT NAME SIGNED DATE
(THE HIRER)

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 A MEMBER OF THE CHARADES TEAM

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 (8 PAGES) TO CHARADES AND RETAIN ONE FULL COPY (8 PAGES) FOR YOUR COMPANY'S RECORDS

*** NB: NO BOOKING CAN BE MADE UNLESS THIS FULL DOCUMENT (8 PAGES) HAS BEEN SIGNED, DATED AND RETURNED TO CHARADES**