



'ALLO 'ALLO COSTUME AND PROPS

Terms and Conditions of Hire

Definitions:

- "We", "us", "the Company" and "our" refer to **'Milton Keynes Theatre of Comedy'**
- "You", "your" and "the Hirer" refer to the party named under Hirer on the booking form

General terms:

1. All items &/or costumes on the enclosed lists remain the property of the Company at all times.

Collection and return:

2. The hire package may be collected and returned by the Hirer (by prior arrangement) or we can arrange for a courier to deliver and collect (at additional cost depending on location). We can provide a quote for this service on request.
3. Please check items received against the relevant list provided and notify us immediately if items are missing. This list represents what has been hired to you and therefore you will be charged for items missing on return unless we have been informed.
4. The costumes and props must be returned by the date quoted on your booking confirmation. Should the Hirer fail to comply with this then the company reserves the right to keep your deposit cheque.

Care of items:

5. All costumes and props must be insured while in the Hirer's possession. The Hirer is solely responsible for the care of the costumes. (Insurance value - £1,000)
6. All costumes and props should be returned in the same packaging and storage.

7. All care must be taken to avoid make-up coming into contact with the costumes.
8. All members of the cast should wear an antiperspirant / deodorant. Cast members should wear a thin clothing garment (such as a t-shirt) beneath uniforms. Body odour is very hard to remove through dry cleaning.
9. Cast should refrain from eating, drinking or smoking when wearing the costumes to avoid soiling and damage (obviously there is a requirement to eat and drink on stage in this show, but due care should be taken to avoid contact with the costumes).
10. No permanent alterations may be made to the costumes by hand or machine. Temporary alteration may only be made using large tacking stitches and these must be corrected / removed before the costumes are returned. Under **no circumstances** are costumes to be cut or trimmed. Under no circumstances is the insignia (e.g. iron crosses and medals) to be removed from any garment.
11. No names are to be written on to costumes. Please label coat hangers not individual garments.

Payment Terms:

12. Payment by cheque or direct bank transfer
13. The full cost for a 2 week hire is listed online. Longer hire periods can be arranged.

Booking Deposit:

14. A secure deposit of £100 is payable on confirmation of your booking form. This secures your hire dates and will be deducted from your final invoice.
15. This deposit is subject to cancellation terms and conditions – see below.

Security Deposit:

16. A security deposit of £200 is payable in advance of the hire. Either on collection (if you are picking up the package) or by post prior to courier delivery to you.
17. This will be retained by us (but not banked) and only refunded when all items have been returned undamaged. Please allow 7 days for return of the security deposit while the inventories are checked. In the event of loss or damage any repair / replacement cost incurred will be deducted from the deposit and the remaining balance refunded.
18. The security deposit will also be banked if the package is not returned by the agreed date.

Final payment:

19. The balance of the hire fee is due 5 days in advance of the start of your hire period. The package will not be released until payment has been received and cleared.

Cancellations:

20. Once a booking has been confirmed with a booking form and your deposit paid the following charges apply for cancellations

Notice of cancellation:	Fee:
More than 10 weeks before hire date	Full refund of booking deposit
4 – 10 weeks before hire date	Your booking deposit retained
Less than 4 weeks before hire date	Your booking deposit retained Additional £100 charged

21. The Company reserves the right to cancel a booking if, for reasons beyond our control, the hire package is no longer available for hire. In this event a full refund of any deposits paid will be made and no cancellation charge will be made to you.

Programme Credit:

22. We ask that a credit is put in your show programme:
Costumes supplied by www.alloallo-hire.co.uk