



‘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 is to be collected and returned in person by the Hirer (by prior arrangement).
3. Please check items received against the relevant lists 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 charge a late fee of £100 per week overdue.

Measurements & Fitting:

5. We provide a measurement form for you to complete and return to us with key measurements of your cast. **Please return this to us at least 4 weeks before your hire.** This provides us with the time to select and pack the costumes and advise you, in advance, if there are any cast members that we cannot costume due to size so that you can source and arrange alternatives. We will select costumes that best meet the supplied cast measurements.



6. We have a wide assortment of items in various sizes, but sourcing extra large size uniforms (in particular) is problematic, so we are not always able to costume all characters. We will advise you which items from our inventory that we cannot provide.
7. We **do not offer a reduction** in the hire unless a significant number of costumes cannot be provided. You'll appreciate the pack is good value for the quantity that is supplied.
8. If you would like to view costumes or bring cast members to try on items in advance of a hire this can be arranged.
9. If items supplied do not fit the cast member, please contact us and we will attempt to provide a replacement if one is available.

Care of items:

10. 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 - £1,500)
11. All costumes and props should be returned in the same packaging and storage trunks.
12. All care must be taken to avoid make-up coming into contact with the costumes.
13. 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.
14. 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).
15. **No permanent alterations** may be made to the costumes by hand or machine. Temporary alteration may only be made using large tacking stitches or use of safety pins, 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.
16. No names are to be written on to costumes. Please label coat hangers or use stickers on individual garments.
17. Before returning costumes, please check pockets and remove any personal items. We cannot be responsible for the loss of personal effects.



18. Please take extra care with the dummy / toy pistols and weapons in the pack. Ensure that these are handled and transported responsibly and not displayed in a public place outside the theatre. These could be seen by members of the public / authorities and confused with real firearms leading to serious consequences. It is also advisable to store the prop weapons in a locked space in your venue / theatre when not in use

Payment Terms:

19. Payment is accepted by BACS direct bank transfer, Cheque or cash.
20. The full cost for a 2-week hire is listed online. Longer hire periods can be arranged with an additional supplement.

Booking Deposit:

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

Security Deposit:

23. A security deposit of £200 is payable in advance of the hire.
24. This will be retained by us 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 itemised repair / replacement cost incurred will be deducted from the deposit and the remaining balance refunded.
25. If items are not returned in the labelled bags correctly, an administration fee of £30 may be deducted from the security deposit.

Final payment:

26. The balance of the hire fee (including the security deposit) is due in advance of the start of your hire period. The package will not be released until payment has been received and cleared.

Cancellations:

27. 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 may be
charged

28. 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 monies paid will be made and no cancellation charge will be made to you.

Programme Credit:

29. We ask that a credit is put in your show programme:

Costumes and props supplied by www.alloallo-hire.co.uk