



**SPOTLIGHT COSTUME HIRE**  
**PART OF GET YOUR WIGLE ON PRODUCTION COMPANY**  
**3A ST AUSTINS FRIARS, SHREWSBURY, SY1 1RY**

**HELLO@SPOTLIGHTCOSTUMEHIRE.CO.UK**

**CONTACT NAME** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**SHOW TITLE / COSTUMES REQUIRED** \_\_\_\_\_

**DATES OF HIRE** \_\_\_\_\_ **TO** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**TERMS AND CONDITIONS**

It is accepted that customers have read, understood and have agreed to the listed conditions of hire on booking costumes.

**General:**

- All costumes and accessories remain the property of Spotlight Costume Hire UK.
- The named customer has the sole responsibility for the costumes until they are returned. Any costumes not returned (for any reason) will be invoiced for accordingly.
- Customers are requested to check their costumes thoroughly on the day of receipt and advise Spotlight Costume Hire UK of any damage, missing items or costumes that are deemed suitable on the day of receipt. Any items not reported within the 24 hours of receipt will be invoiced accordingly.
- Spotlight Costume Hire UK cannot be held responsible for any costumes that do not fit. We provide the costumes from the measurements given. Please ensure measurements are taken correctly and no more than 4 weeks before the production.
- Performers are expected to use underwear whilst wearing the costumes.
- Costumes are to be stored on appropriate hangers.
- Costumes are delivered on hangers and in costume bags. These will be listed on your inventory and a charge will be made for any not returned.
- Spotlight Costume Hire UK respectfully ask that eating, drinking and smoking is strictly restricted whilst wearing the costumes.
- Please do not attach any form of sticky label to any part of the costumes.

- Customers must not adapt the costumes in any form by machine or glue. We expect some items may require slight modification with pins / hand tacking and ask all alterations to be put back before return.
- The cost of replacement will be charged by Spotlight Costume Hire UK. if:
  - A costume is returned beyond reasonable repair
  - A costume is returned with permanent damage
  - A costume is returned with items missing
  - A costume is not returned for whatever reason
  - A costume, headdress, back pack (including beaded, sequined or feathered items) are damaged.

### **Returning costumes:**

- Care must be taken when packing the costumes for return. We ask you to adhere to the following:
  - When unpacking, take particular note of how the items are packed and repack in the same manner.
  - Hats/ headdresses should be packed in a separate box and not with other costumes that may cause damage.

Failure to observe these points may result in a charge to the customer.

- Any items transported by the customer are the responsibility of that customer.
- Spotlight Costume hire accepts no responsibility for any monies or personal belongings left in the costumes or packaging.

### **Payment of goods and deposits:**

- A deposit of £100 is due to secure your date. Until these funds are cleared no date is confirmed.
- Full payment must be made for the costume hire a minimum of five days before the delivery or collection of the costumes.
- Any deposit paid may not cover the cost of repair or replacement of costumes therefore; Spotlight Costume Hire reserves the right to levy extra charges to cover such costs.
- The £100 deposit will be returned within 7 days of the costumes being returned and checked by Spotlight costume hire.
- Spotlight Costume Hire accepts no responsibility for any injury or damage to a third party , persons or property caused by use of goods hired under this agreement.
- The customer will ensure that Spotlight Costume Hire's costumes are insured with the appropriate level of cover and with a company who is authorised and regulated by the Financial Services Authority (eg: NODA insurance). The customer must ensure that their policy covers 'costume rental'.

**DECLARATION**

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

PRINT NAME ..... DATE .....

SIGNED ..... (THE HIRER)

PRINT NAME ..... DATE .....

SIGNED ..... (COMPANY SECRETARY / TREASURER / CHAIRPERSON)

PRINT NAME ..... DATE .....

SIGNED ..... (SPOTLIGHT COSTUME HIRE REPRESENTATIVE)