

# **YORK THEATRE ROYAL – COSTUME HIRE: TERMS & CONDITIONS**

## **1. HIRE TERMS**

1.1. This appendix sets out the terms and conditions by which York Theatre Royal Costume Hire agrees to hire the costumes to the hirer forming a contract between York Theatre Royal Costume Hire and the hirer who agrees to accept such terms.

## **2. RESERVES**

2.1. We are happy to reserve items at no charge, please let us know if your reserve is no longer required.

2.2. In the unlikely event that a reserved costume is required by the Theatre for a production, we will endeavour to inform the hirer as soon as possible and provide an alternative.

## **3. HIRE CHARGES, PAYMENT & COLLECTION**

3.1. All prices quoted are for one week's hire and include reasonable laundering

3.2. In addition to the hire cost, a deposit is taken at time of hire, which is refunded upon the return of the costumes on the agreed date.

3.3. Subsequent consecutive weeks hire is agreed at the time of hire and charged at 50% of the first weeks cost.

3.4. A 10% discount on hire charges is available to schools, colleges & universities.

3.5. We operate a cashless system; payment should be made by bank card, BACS or cheque.

3.6 Should you wish to be invoiced for your hire, we require a copy of your Purchase Order to be sent to us prior to collection. Our finance department will then issue an invoice.

3.7 We do not offer a packaging/postal service, so cannot accept collection by courier

## **4. COSTUME CARE & RETURNS**

4.1. No alterations may be made to any costume hired without prior agreement

4.2. Costumes must only be returned to Costume Hire during our opening hours:  
Tuesday 10-4, Thursday 2-6, Saturday 10-4

4.3. Costumes are to be returned by the agreed date (they may be promised to another

hirer). Late return will incur an additional charge payable within 28 days of issue. Failure to pay may result in further action being taken. Loss will incur a charge for full replacement value.

4.4. Costumes are to be returned undamaged. Damage may incur additional charges up to the full cost of replacement value if irreparable. (Please notify us of any damage on return; minor repairs will not be charged for, please do not attempt any repairs yourself, thanks!)

4.5. Costumes are to be returned unwashed, incorrect laundering may cause shrinkage or other issues. Please be aware irreparable staining is considered damage and chargeable.

4.6. Hirers are responsible for the loss of, or damage to, costumes for the total period of the hire. This period commences when the costumes leave the premises of York Theatre Royal Costume Hire Department and terminates when they are returned to the premises of York Theatre Royal Costume Hire Department.

Please be aware of when the costumes are on hire insurance is your responsibility, for example costumes stolen or damaged whilst left in a car for a period of time may not be covered by your car insurance. The full replacement cost is substantially larger than the hire fee!

## **5. DATA PROTECTION**

5.1. "Data Protection Laws" means the data Protection Act 1998 (and, once enacted, any replacement thereof including as foreseen by the UK Data Protection Bill HL 66), Data Protection Directive (95/46/EC), the privacy and Electronic Communications (EC Directive) Regulations 2003, Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on free movement of such data. Together with any and all other laws, regulations or other statutory instruments relating to the protection of personal data.

5.2. The hirer will comply with all applicable Data protection Laws in relation to any data shared between each other in relation to this agreement.