

## Costumes, Props & Equipment Hire

### General

- a) The hirer takes full responsibility for items used and must replace items damaged or stolen, or reimburse the Creative Practice Lab (CPL) the full amount.

### Costume Hire Return

- a) All hired items must be returned within 14 days of the production end date. If items are not returned within the 14 day period a late fee will be charged.
- b) All costumes must be washed or dry cleaned before return. Please discuss with the CPL Designer if unsure of which items need to be dry cleaned. All items must be returned neat, ironed and hung on coat hangers where appropriate.
- c) Unless discussed prior to the hire period, all items must be returned as hired. Alterations *may* be permitted, but must be discussed with the CPL Designer.

### Properties, Set & Equipment Hire Return

- a) All hired items must be returned within 14 days of the production end date. If items are not returned within the 14 day period a late fee will be charged.
- b) Unless discussed prior to the hire period, all items must be returned as hired.
- c) Alterations *may* be permitted, but must be discussed with the CPL Designer.
- d) Drapes and curtains must be returned in clean and good condition. Do not use staples, nails or adhesives (including tape) to fix these items as it causes damage to the material. Please return these in the same bag you received them in (each bag is labeled).

### Equipment

- a) The CPL is not a hire company and do not provide insurance against theft or damage, only a service to the advantage of hirers who must ensure equipment is returned in good condition.
- b) We recommend hirers have a contingency to cover unfortunate costs or take out adequate insurance should equipment be damaged or stolen.
- c) Lanterns borrowed or hired are not covered by venue lamp levies. Any bulbs that fail must be replaced by the user.
- d) The hirer must undertake to ensure that a suitable qualified person shall be in charge of equipment at all times. The CPL will not undertake to replace, repair or maintain equipment that fails during a hire period.