



Costume Hire Policy

1. Condition of Costumes

All costumes must be returned in the same condition as they were provided at the time of hire. This includes (but is not limited to):

- Cleanliness
- No damage, tears, or missing components
- All accessories included

Any damage, excessive soiling, or missing items may result in additional charges for repair, cleaning, or replacement.

2. No Alterations

Costumes must not be altered in any way. This includes:

- Sewing, cutting, or resizing
- Use of adhesives, pins, or tape that may damage the fabric
- Any permanent or temporary modifications

Failure to comply may result in full replacement costs being charged.

3. Responsibility and Liability

Costumes are hired at the customer's own risk. By hiring a costume, the customer agrees that:

- They are responsible for ensuring the costume is worn safely and appropriately
- They will supervise children or vulnerable individuals wearing the costume

Electric Light Theatre accepts no responsibility or liability for:

- Any injury, loss, or damage sustained while wearing or using the costume
 - Any allergic reactions or discomfort caused by materials
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4. Loss or Theft

The customer is responsible for the full replacement cost of any costume or accessories that are lost or stolen during the hire period.

ELECTRIC LIGHT THEATRE (MILDURA) INC

PO Box 2934

Mildura Vic 3502

eltmildura@gmail.com



5. Hire Period and Late Returns

Costumes must be returned by the agreed date and time. Late returns may incur additional hire fees.

6. Cleaning

All costumes must be returned clean and in a hygienic condition. This includes removal of dirt, stains, odours, and any foreign materials.

If a costume is returned unclean, additional cleaning fees will be charged. In cases of excessive soiling or damage caused by improper cleaning, further repair or replacement costs may apply.

7. Acceptance of Terms

By hiring a costume, the customer acknowledges and agrees to all terms outlined in this policy.

8. Bond / Security Deposit

A bond (security deposit) is required for all costume hires. This bond will be refunded upon return of all items in accordance with this policy.

Bond amounts are as follows:

Number of Costumes	Bond Amount	Notes
Up to 10 costumes	\$200	By arrangement for full sets
10 – 50 costumes	\$350	By arrangement for full sets
50 – 100 costumes	\$500	By arrangement for full sets

The bond may be used to cover any costs associated with damage, loss, cleaning, late returns, or breach of this agreement. Any additional costs exceeding the bond amount will be invoiced to the hirer.

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Costume Hire Agreement

Date of Agreement: _____

Between:

Electric Light Theatre (Mildura) Inc. ("ELT")

and

Hirer: _____

Hirer Details

Contact Person: _____

Telephone (BH/Mobile): _____

Email Address: _____

Hirer Bank Details:

Account Name: _____

BSB: _____

Account Number: _____

Hire Purpose

Costume hire for the following purpose (e.g. *Annual school performance, Production of "Alice in Wonderland"*): _____

Start Date: _____

Return Date: _____

Payment Details

Payment is to be made prior to pick up to:

Electric Light Theatre

BSB: 633 000

Account: 154709125

Description: Costume hire [dd/mm/yy]

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Execution

Signed for and on behalf of the Hirer:

Signature: _____

Full Name (print): _____ Mobile Number

Position (if applicable): _____

Date: ____ / ____ / ____

Signed for and on behalf of Electric Light Theatre (Mildura) Inc.:

Signature: _____

Full Name (print): _____

Position: _____

Date: ____ / ____ / ____

Contact for Hire Arrangements

For any hire pick-up or return enquiries, please contact one of these ELT representatives:

Coordinator (PH: _____)

President (PH: _____)

Email: eltmildurahire@gmail.com

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Costume Details:

The specific areas required by this Agreement are as follows:

Description of Item	Size	Quantity / Details	Initial of Costume Coordinator & Hirer

OFFICE USE ONLY

Checked out by: _____

Condition of Items: _____

Checked in by: _____

Condition of Items: _____

Bond Returned ☐ YES ☐ NO Date: _____