

Costume and Props Hire Policy

Purpose

- This policy outlines the terms and conditions for the hire of costumes and props owned by Numurkah Singers Theatre Inc. (hereafter 'the Singers') to other theatre groups or organisations.

1. Eligibility

- - Hire is only available to recognised theatre companies, schools, or community organisations.
- - NTSI reserve the right to refuse hire without explanation.

2. Booking Procedure

- - Requests must be made in writing to the Committee via email or contact form.
- - A minimum of 7 days' notice is required.
- - Availability is subject to current productions, maintenance, and stock condition.

3. Fees and Bond

- - Hire fees will be determined based on quantity, duration, and type of items.
- - A refundable security bond (minimum \$100) is required for all hires.
- - Bond will be forfeited (in full or in part) for damage, loss, late return, or failure to clean/restore items as agreed.

4. Collection and Return

- - The hirer is responsible for transport unless otherwise agreed.
- - All items must be returned by the agreed return date in the same condition as hired.
- - Late returns may incur additional charges.

5. Care and Responsibility

- - Items must not be altered (e.g. cut, dyed, painted, marked) without prior written permission.
- - Props and costumes must be kept away from damp, smoke, or any damaging environment.
- - Costumes must be returned dry-cleaned or laundered unless otherwise agreed.

6. Insurance and Liability

- - The hirer assumes full responsibility for the items during the hire period.
- - NTSI accept no liability for any injury or loss caused by the use of hired items.

7. Acknowledgment

- - NTSI must be acknowledged in any printed program or media where their costumes or props are used (unless otherwise agreed).
- - A signed agreement must be completed prior to collection.

Document Control

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