

Wardrobe Hire

Review Date: _____

Next review due: _____



Policy

Items may be borrowed from the wardrobe on a short term basis following the documented procedure.

Disclaimer

- All items remain the property of The Old Well Theatre Trust (OWTT) at all times and must be returned by the agreed date, or on demand by the theatre if required.
- OWTT is not responsible for any loss or injury sustained whilst using the item on loan.
- Any item that is lost or damaged must be replaced or paid for (as agreed by the Trustees/Committee of the OWTT).

Procedure

- 1) There is a loan book which is kept in the office. The book contains details of the current wardrobe coordinators and their contact details.
- 2) Any person wishing to borrow any item must, in the first instance contact a member of the wardrobe coordinators to discuss their needs. They should arrange to meet at the wardrobe to sort out the required item.
- 3) The loan book should be completed, the following information is required;
 - Name/organization borrowing the item
 - Contact telephone number
 - Description of item
 - Date of loan
 - Date of return
 - Any agreed charge
 - Signature of wardrobe coordinator
 - Signature of borrower. This signature acknowledges the disclaimer statement and receipt of item
 - The original copy should be retained in the loan book and the copy given to the person loaning the item
- 4) On returning the item, the original copy in the loan book should be signed again by a wardrobe coordinator and the person loaning the item