

CRANBROOK OPERATIC AND DRAMATIC SOCIETY

CONDITIONS AND CHARGES FOR HIRE

1. Hire Charges will be in accordance with the schedule of charges available separately and are payable at the time of collection/despatch. CODS has the right to decide on charges, including those to local primary and secondary schools and also to decline any unsuitable hiring. Any packing and carriage is chargeable at cost.
2. A deposit (paid separately and in cheque form) is required on collection of items and is handed back on the successful return of hired items in good condition. The deposit is 10% of the hire charge, with a minimum of £10.00.
3. Technical equipment, props and scenery hired from CODS should be returned on time and in the same state in which they were supplied. The equipment may only be used and operated in a careful and proper manner. Its use must comply with all laws, ordinances, and regulations relating to the possession, use, or maintenance of the equipment, including registration and/or licensing requirements, if any. It is the user's responsibility to comply with such licensing regulations. The user will use the equipment for the purpose for which it was designed and not for any other purpose. No costume should be cut or machine altered without prior consultation. Any minor alterations must be temporary in nature, done by hand and reversed prior to return.
4. Damage - Should items be damaged or lost, the cost of replacement will be recoverable. The deposit will be retained, with any balance refunded if the item is worth less, or additional payment requested if the item is worth more than the deposit.
5. Costume cleaning – Hire charges are kept to a minimum as CODS expects that items will be returned in a clean condition. Instructions will be given on any items difficult to clean. Alternatively, a cleaning charge will be added at the time of hire. If items are returned in a dirty condition, then a cleaning/laundry charge will be made.
6. Disputes – In the event of a dispute over the state of a returned item, the society's President will adjudicate.

CODS' Contacts:

Costumes and scenery

Mr and Mrs Maurice and Rita Wilkins 01580 713887 ritpetite.rita@gmail.com

Technical equipment

Mrs. Elly Hills 01580 713663 elly.hills@yahoo.co.uk

Properties

Mr. Lee Hatcher 01580 388716 cods.secretary@gmail.com

CRANBROOK OPERATIC AND DRAMATIC SOCIETY – HIRE FORM

Items hired to(Individual/group/society)

Contact details:

1	£.....
2	£.....
3	£.....
4	£.....
5	£.....
6	£.....
7	£.....
8	£.....
9	£.....
10	£.....
11	£.....
12	£.....
13	£.....
14	£.....
15	£.....
16	£.....

DEPOSIT PAID BALANCE TO COME TOTAL £.....

HIRE DATES: FROM.....TO.....

SIGNED.....PRINT.....

CRANBROOK OPERATIC AND DRAMATIC SOCIETY – HIRE CHARGES

Costume Hire Charges			
Men		Ladies	
Suit, shirt and tie	£10.00	2 piece suit	£7.50
2 piece suit	£7.50	Evening dress	£10.00
Evening suit	£10.00	Dress	£7.50
Uniform	£20.00	Uniform	£20.00
Shirt	£2.00	Shirt/blouse	£2.00 - £3.00
Evening shirt	£3.00	Skirt/trousers	£5.00
Trousers	£5.00	Cape/cloak	£5.00 - £10.00
Cloak	£10.00	Nuns	£7.50
Top Hat	£10.00	Shoes	£5.00
Boater	£7.50	Fancy dress	£5.00 - £7.50
Cravat/tie/bow tie	£1.00	Feather boas	£5.00
Shoes	£5.00	Mob caps/aprons	£1.00
Fancy dress	£5.00 - £10.00		
Hat	£2.50		
Discounts:			
CODS members personal use		20%	
Local Schools		33%	
Charitable/fund raising event		33%	
Properties Hire Charges			
Furniture and large/valuable items		£10 p/w	
Small/hand props		£5 p/w	
Minimum charge		£10 p/w	
Technical Equipment Hire Charges			
Microphones			
Follow spot			
Lights			