

Theatre Arts Guild

Costume/Props Lending Policy & Procedure

Approved by the Executive Board July 6, 2020

Policy

Theatre Arts Guild may, from time to time, approve the lending of costumes/props.

1. The lending of any costume/prop is solely at the discretion of the Theatre Arts Guild.
2. Lending requests from schools will not be considered.
3. Costumes will not be loaned for Halloween or to individuals for social events.
4. Costumes/props will not be made available for personal use by TAG members, TAG Executive Board, TAG volunteers or members of the public.
5. Lending requests from Fringe productions will only be considered where the production has a connection to TAG.
6. Small or fragile items may be loaned out at the discretion of the TAG Costumes and Props Team.

Procedure

7. All lending requests must be submitted through email to the TAG Costumes and Props Team at tagcostumeprops@gmail.com. Note: any requests received via phone must be forwarded to the TAG Costumes and Props Team at the same email address.
8. Loan agreements will be prepared and filed for ALL items leaving TAG. See Appendix A for sample. A file folder containing agreements is available in the sewing area.
9. Alterations
No major alterations may be done to costumes and props without prior written approval. This would include painting/dyeing items, gluing things to items, cutting into and cutting away parts of items.
10. Damage
Reasonable wear to costumes is to be expected; but a replacement fee may be assessed where a costume/prop has been damaged. Damage includes but is not limited to: tearing, burning, cutting, removal of buttons, medallions, badges or any other trim or decoration. make-up or other permanent stains or any other damage that renders the costume unusable.
11. Cleaning
All costume pieces must be returned clean and free of stains and body odour. Where applicable, returned items will be assessed an additional cleaning fee.
12. Lost Costumes
Lost costumes will be assessed a replacement fee.
13. All borrowed items must be returned on time as per the Loan Agreement.
14. Appointments must be made in advance for the pick up/return of loaned items.

15. Borrowing Cost

- a. All parties, including non-profit theatres and other organizations (e.g. film groups, church groups, for profit theatres) are required to make a monetary **donation** to TAG for borrowing items in the form of a "package fee" which is dependent on the value of the costume/prop, the number of items borrowed and the duration of the loan.
- b. In recognition of the TAG's long association with Dartmouth Players, Bedford Players and 30 Something Dance Co-Op, the loan of costumes/props will be made at no cost with the understanding that items are returned in good condition and on time.

Appendix A – Loan Agreement

THEATRE ARTS GUILD
COSTUME and PROPS LOAN AGREEMENT

Borrower: _____

Organisation: _____

Contact Numbers: _____

Email: _____

Loan Date: _____ Return Date: _____

Terms:

- Return date must be honoured. Please let us know about any unforeseen changes ASAP.
- No major alterations can be done to costumes and props without prior written approval. This would include painting/dyeing items, gluing things to items, cutting into and cutting away parts of items.
- The cleaning of items will be discussed and noted at the time of the loan. The cleaning method will be noted. HW- hand wash, MW-machine wash, DC dry clean DNC do not clean.
- A replacement cost may be assessed at the time of the loan.

Borrower's Signature

TAG Representative's Signature

Date: _____

tagcostumeprops@gmail.com

