

This contract is for the hire of items belonging to The Courtyard, the particulars of which are set out in the Hire Agreement. The parties to the contact are:

- a) The individual, group, society, company or other such organisation who have signed this contact ('The Hirer')
- b) The Courtyard ('The Courtyard')

The contract applies only to the parties named above and cannot be transferred, assigned or notated to another.

All items retain their original ownership and must be returned to The Courtyard at the end of the hire period.

Hire Fees

Please refer to the separate schedule for a guide to hire fees. The exact fee per costume/outfit/accessory will vary. VAT will need to be added to all charges (some children's costumes may be VAT exempt). Payment of the hire fee must be made in full at the time of collecting costumes for hire, unless specific alternative arrangements have been agreed in advance.

Identification

The Hirer or person acting for the company undertaking the hire must provide identification to confirm their name and address. This must match the name of the person given on the invoice. Suitable identification would include a UK driving license or recent utility/council tax bill.

Deposits

Where a deposit is required it must be paid by The Hirer before any items leave The Courtyard premises. Deposits will be returned in full to The Hirer on return of the hire items unless:

- A hire item is returned in a damaged condition
- There is a failure to return one or more of the hire items on time.

Damages and Non-returned items

If there is an issue with the condition of an item returned, The Courtyard will charge a reasonable amount to pay for the repair or replacement of the item and the Hirer agrees to pay this charge. Late returns will be charged at the full weekly hire rate for each week (or part week) until such time as the outstanding items are returned.

The Hirer's Responsibilities

a) Inspection and receipt of items

The Hirer will sign to acknowledge receipt of all hire items on collection. Hire items are taken as seen and any defects should be reported prior to hire items being removed from The Courtyard premises. It is the responsibility of The Hirer to check they are signing for everything taken.

b) Security of hire Items

The Hirer accepts responsibility for the security and condition of the hired items for the duration of the hire period.

c) Lost or Stolen items

The Hirer shall be liable for the full replacement value of hire items should they be lost or stolen.

Signed (The Hirer)

Signed (The Courtyard)

Date: