



Guidelines for Wardrobe Rental

The following guidelines are intended for everyone's benefit, and it is the intent of these Guidelines to help ensure the proper care and maintenance of our inventory.

Our stock consists of donations, purchases and costumes built for many years of OLT productions. We have examples of period clothing from ancient times up to the present. Some of the pieces are Vintage and extremely fragile. Our collection can be thought of as one giant closet!

We do not have Character (animal) costumes; costumes for popular culture characters or costumes from movies or television shows.

The Ottawa Little Theatre does not rent/supply shoes or undergarments/hosiery.

General Guidelines

- Rentals are by **appointment only**. There is a limit of four (4) persons per Rental at any time.
- Photos are permitted.
- Items may be taken on "Approval" basis to provide choices in fittings. Items may be taken on approval for one week only at a cost of \$2.00 per item. Should items be worn, or not returned within a week full rental cost will be applied.
- The Client will exercise the highest degree of care for the safekeeping and preservation of the rented costumes.

Registration and Payment

- For each rental, a **Letter of Agreement/Contract** must be completed. Costumes may not be reserved or removed from Ottawa Little Theatre until all the paperwork is in place.
- All costumes must be paid for in full before they can be taken from Ottawa Little Theatre.
Cash, cheque, or credit card may be used.
- No refunds or credits are permitted. However exchanges are permitted prior to opening night/event.

Care, Cleaning and Alterations of Costumes

The Client will exercise the highest degree of care for the safekeeping and preservation of the rented costumes. The renter assumes all responsibility for loss of and/or damage to all items entered on the rental order for any cause whatsoever. This individual is responsible for repairing damaged items, replacing lost or stolen items, and for timely returns.

- In the event that a lost item cannot be replaced, the renter agrees to pay the replacement value to Ottawa Little Theatre.
- **Use perfume, perfumed cosmetics, or stage blood or heavy makeup is prohibited while wearing OLT costumes.** Costumes which are returned smelling of perfume or stained with makeup or food will be assessed and a cleaning fee will be invoiced to the client.
- Soiled costumes may be cleaned at a dry cleaner or may be returned to the Ottawa Little Theatre to be cleaned and the cleaning fee will be invoiced to the client. Please do not machine wash any costume piece without permission.
- Costumes may NOT be irreversibly changed or altered in any manner, including but not limited to: dyed, painted, treated with glue, mutilated. Adhesive products (glues, tapes, iron-ons) may not be used on any item.
- Any alteration must be temporary in nature and must be made in such a way that the item may easily be restored to original condition. All temporary alterations, including any labels put into an item, must be removed and costumes restored to their original condition before being cleaned. Costumes must be returned in the same condition as when rented.
- OLT inventory tags may not be removed.

Returning Costumes

- Costumes are due back to Ottawa Little Theatre on or before the date listed on your contract. A penalty charge will accrue for all items kept out after this time.
- **Appointments** are required to return Ottawa Little Theatre costumes. The person returning costumes is responsible to stay for check-in.
- When returning costumes, use the invoice as a checklist to ensure that all items are included. Arranging costumes in the same order as the invoice expedites the return process.