



## Waihi Drama Society

### Wardrobe Policy

- Costumes are not available for hire by the general public.
- The exception being Oceana Gold should the company request costumes.
- Any request must come from the general manager or his/her nominated representative.
- Current financial members of WDS may hire costumes free of charge for personal use only.
- A bond of \$50.00 will be required per person. A return date is to be agreed upon between the appointed wardrobe person and the member, and recorded.
- All costumes are to be signed in and out by both parties.
- If costumes are returned in the same condition as when taken the bond is to be refunded immediately.
- Any items requiring repair or laundering may incur additional costs to the hirer at the wardrobe persons discretion.
- Requests from other theatrical groups will be considered on an individual basis. A bond or fee may be set by the committee.
- Should a person request the use of any item they have made/donated, access to same will be provided.
- ALL requests for costumes must be emailed at least one week prior to the committee via [waihidramasociety@gmail.com](mailto:waihidramasociety@gmail.com) in the first instance.
- Some items in the wardrobe are not for loan.

Policy adopted on..... Signed.....  
 (WDS President)

Policy due for renewal at first committee meeting after AGM.