



19 Trade Place  
North Coburg, Victoria

## HIRE ENQUIRY INFORMATION

### Costume Dept Hire Rates

Below is a guide to our standard costume hire rates, Additional Rates may apply to mascots, vintage, intricate or any one-offs with a high replacement value. A costume is considered to be the full outfit from head to ankle including all accessories, but does not include shoes.

Standard costume hire rates start at \$25.00 per costume\* (based on 20 costumes for one week in the 'Band 1' category), the more costumes you hire, the cheaper it becomes. It may be possible for you to hire costumes for as little as \$12.50 per costume\*. Costumes required outside of the hire period for a fitting, production photos or awards night requires a separate hire period and is subject to availability.

### Prices based on BAND 1 costumes

No. of Costumes	1 Week Hire		2 Week Hire		3 Week Hire	
20	\$500	(\$25 each)	\$750	(\$37.50 each)	\$1,000	(\$50 each)
40	\$800	(\$20 each)	\$1,200	(\$30 each)	\$1,600	(\$40 each)
60	\$1,080	(\$18 each)	\$1,620	(\$27 each)	\$2,160	(\$36 each)
80	\$1,360	(\$17 each)	\$2,040	(\$25.50 each)	\$2,720	(\$34 each)
100	\$1,640	(\$16.40 each)	\$2,460	(\$24.60 each)	\$3,280	(\$32.80 each)
125	\$2,000	(\$16 each)	\$3,000	(\$24 each)	\$4,000	(\$32 each)
150	\$2,340	(\$15.60 each)	\$3,510	(\$23.40 each)	\$4,680	(\$31.20 each)
200	\$3,000	(\$15 each)	\$4,500	(\$22.50 each)	\$6,000	(\$30 each)

\* Plus GST and any cleaning costs.

Government state schools receive a 20% discount on these rates.

Costumes are allocated to price bands between 1 and 4, the lowest replacement value being Band 1 and the highest replacement at Band 4.

Costume Band	Replacement Value	Group Hire		Individual Hire	
		Base Rate	Per Extra Week	Base Rate	Per Extra Week
1	up to \$200	\$15–25	50%	–	–
2	\$201–400	\$22.50–\$37.50	(x1.5) 50%	–	–
3	\$401–600	\$30–50	(x2) 50%	–	–
4	\$601–1,000	\$37.50–62.50	(x2.5) 50%	\$100	\$50



## 5 EASY STEPS TO COSTUME YOUR PRODUCTION

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- STEP 1** Browse our online photo gallery, Instagram or Facebook for specific reference to productions and/or themes. Check out the most recent productions by Stage School Australia as we are always adding new costumes to our collection, which may not be included in these galleries.
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- STEP 2** Contact our team to check availability and pencil in your hire dates and details.
- We'll make an appointment with you to come out and browse the collection and choose your costumes. We recommend that you take photos of the garments, bring the measurements of as many of the cast and make note of the sizes we have.
- We usually work with the standard Australian sizing and the Standard Body Measurement Scale as it helps us to gauge costumes more efficiently. However, we cannot guarantee the accuracy.
- The Costume Department endeavour to creatively assist your needs as much as possible, however this is your show and you are required to design it.
- Interstate Hires are possible; however, you will be required to visit our Melbourne warehouse.
- If you are unable to visit us in Melbourne, we can negotiate a Pull n' Pack fee to cover the cost of assigning a member of the team to assist with design and create your order. This amount is based on an hourly fee and calculated by the Hire Manager based on the scale and detail of the production.
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- STEP 3** Once you've viewed our costumes at the Costume Dept warehouse you can now submit your 'Costume Dept Request Form', attach photos from your appointment and we will try to accommodate your requests. Costume hires will not be confirmed any earlier than six weeks prior to the hire period.
- Alternatively, if you have elected to pay our team to collate your order you will be sent a similar document with photographs and notes for you to insert your sizes and quantities for an estimate to be based on.
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- STEP 4** A detailed price estimate will be sent for your approval. Once approved a confirmation invoice and Hire Agreement will be sent. The agreement must be returned in order to confirm your hire. The invoice is to be paid in full 7 days prior to your hire period. A credit card will also be required as a holding in case of loss or damages, in lieu of a security deposit.
- Substitutions or sizing changes can usually be arranged if sufficient time is available. The hirer is required to check all costumes on collection, prior to packing.
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- STEP 5** Our team will pull your costumes and prepare for your final check, sign off and assist you to pack into our branded duffel bags and suit bags. For convenience your costumes will be provided on work-safe plastic hangers, and all hangers must be accounted for on return. Should you not be present at the time of the pick-up, we will not be held responsible for incorrect or missing items. We strongly advise checking your hire prior to pick up. Please note, you will be advised to sign a courier agreement should you wish to organise third party pick-up without a final check.
- Transit of the costumes is the responsibility and at cost to you, the hirer. If you elect to use a courier the courier company will need to be willing to accept soft bags, not just boxes. We're happy to suggest a few companies we have previously worked with; however, we do not have an agreement with any particular service. An estimate of quantity, weight and dimensions can be provided at the invoicing stage, however a final quantity will not be provided until 2 working days prior to collection. The safety of our costumes is your responsibility in transit.
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## COSTUME RETURN

Standard laundry and dry cleaning are charged to you prior to hire. At the end of your show, please bag up the costumes and return to the Costume Dept. Costumes must be returned on or with the hangers they were despatched with, or a replacement fee will be charged for significant loss.

Any excess soiling or damage may incur extra charges.



## WHAT YOU NEED TO KNOW BEFORE WE CONFIRM YOUR HIRE

- Costume Hire is subject to availability of costumes and scheduling of Stage School Australia Performances
- Costume hires will not be confirmed any earlier than six weeks prior to the hire period. Hires are confirmed once an agreement is signed and invoice is generated. A Costume Estimate is not confirmation that your hire request has been accepted.
- Costumes are available on a first enquired basis, however The Costume Dept endeavour to try and accommodate all their customers and can often find alternatives if the set has already been allocated.
- Costumes required outside of the hire period for a fitting or production photos requires a separate hire period and is subject to availability.
- The hirer acknowledges responsibility for checking all costume sizes, units and order prior to or at collection. Collection by courier waives this sign off process. The Costume Dept take no responsibility for missing or incorrect items. Any changes to the hire must be completed on the hirer's time, subject to costume and Costume Dept staffing availability.
- Transit of costumes is at the responsibility of the hirer. Any additions or changes made to the hire can be expressed posted or couriered at the expense of the hirer and subject to availability.
- The Costume Dept endeavour to keep up with all major and minor repairs, however there may be minor repairs such as buttons/ hooks and eyes you may need to replace, repair or simply pin. If you're ever unsure, please contact The Costume Dept and do not endeavour to undertake major repairs or alterations.
- Minor alterations (hems or darts) are acceptable as long as the alteration is removed prior to return and does not damage the costume.

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*Please note this is not confirmation of hire or final Terms & Conditions.*

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**Stage  
School  
Australia**



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