



# HIRE ENQUIRY INFORMATION

## Costume Department Hire Rates

Below is a guide to our Standard Costume Hire Rates.

Standard Costume Hire Rates start at \$33.28\* per costume (based on 20 costumes for one week in the 'Band 1' category). A costume is considered to be the full outfit from head to ankle including all accessories, but does not include shoes or wigs. A difference in charge may apply to mascots, vintage, intricate or one-off costumes with a high replacement value.

\*Not inclusive of dry cleaning. Government state schools receive a 20% discount on these rates.

### Pricing Structure

Costume Band	Group Hire Base Rate
1	\$33.28
2	\$49.92
3	\$66.56
4	\$83.20

- Costumes are allocated to price bands between 1 and 4 based on replacement value and complexity.
- Minimum hire is 20 costumes or \$665.60. Small orders are subject to negotiation and may incur additional charges.
- Complex or large orders may incur extra labour charges.
- Prices subject to change. Accurate as of January 2024.



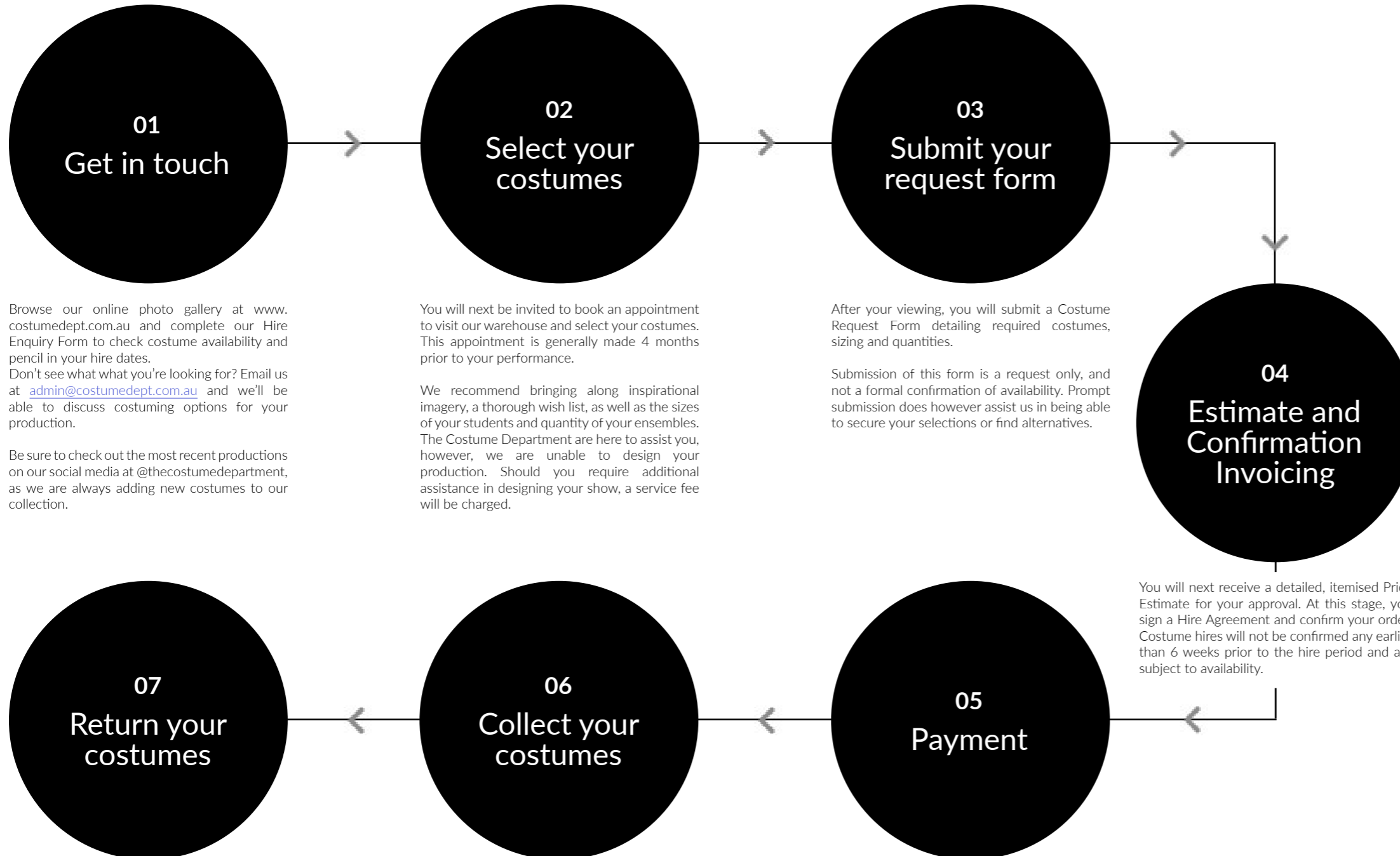
### Discount Pricing Structure

The Costume Hire Rate per costume decreases as your order quantity, and hire duration increases. The table below illustrates discounts for 'Band 1' costumes.

Quantity	Week 1	(Each)	Week 2	(Each)	Week 3	(Each)	Week 4	(Each)
20	\$665.60	\$33.28	\$998.40	\$49.92	\$1,331.20	\$66.56	\$1,664.00	\$83.20
40	\$1,131.20	\$28.28	\$1,696.80	\$42.42	\$2,262.40	\$56.56	\$2,828.00	\$70.70
60	\$1,596.80	\$26.61	\$2,395.20	\$39.92	\$3,193.60	\$53.23	\$3,992.00	\$66.53
80	\$2,062.40	\$25.78	\$3,093.60	\$38.67	\$4,124.80	\$51.56	\$5,156.00	\$64.45
100	\$2,528.00	\$25.28	\$3,792.00	\$37.92	\$5,056.00	\$50.56	\$6,320.00	\$63.20
120	\$2,993.60	\$24.95	\$4,490.40	\$37.42	\$5,987.20	\$49.89	\$7,484.00	\$62.37
140	\$3,459.20	\$24.71	\$5,188.80	\$37.06	\$6,918.40	\$49.42	\$8,648.00	\$61.77
160	\$3,924.80	\$24.53	\$5,887.20	\$36.80	\$7,849.60	\$49.06	\$9,812.00	\$61.33
180	\$4,390.40	\$24.39	\$6,585.60	\$36.59	\$8,780.80	\$48.78	\$10,976.00	\$60.98
200	\$4,856.00	\$24.28	\$7,284.00	\$36.42	\$9,712.00	\$48.56	\$12,140.00	\$60.70



# Hire Process



Browse our online photo gallery at [www.costumedept.com.au](http://www.costumedept.com.au) and complete our Hire Enquiry Form to check costume availability and pencil in your hire dates. Don't see what you're looking for? Email us at [admin@costumedept.com.au](mailto:admin@costumedept.com.au) and we'll be able to discuss costuming options for your production.

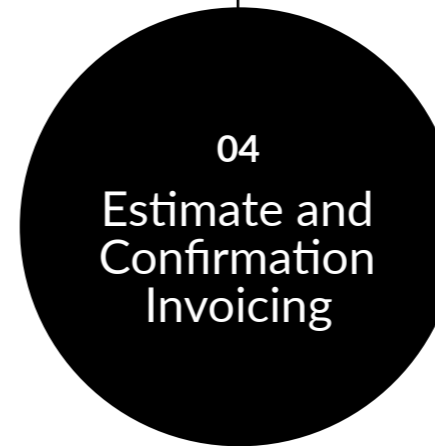
Be sure to check out the most recent productions on our social media at [@thecostumedepartment](https://twitter.com/thecostumedepartment), as we are always adding new costumes to our collection.

You will next be invited to book an appointment to visit our warehouse and select your costumes. This appointment is generally made 4 months prior to your performance.

We recommend bringing along inspirational imagery, a thorough wish list, as well as the sizes of your students and quantity of your ensembles. The Costume Department are here to assist you, however, we are unable to design your production. Should you require additional assistance in designing your show, a service fee will be charged.

After your viewing, you will submit a Costume Request Form detailing required costumes, sizing and quantities.

Submission of this form is a request only, and not a formal confirmation of availability. Prompt submission does however assist us in being able to secure your selections or find alternatives.



You will next receive a detailed, itemised Price Estimate for your approval. At this stage, you sign a Hire Agreement and confirm your order. Costume hires will not be confirmed any earlier than 6 weeks prior to the hire period and are subject to availability.



At the end of your show, bag up the costumes and return to the Costume Department. Standard laundry and dry cleaning are included in your hire fee.



Our team will pack your costumes into our labelled suit-bags, ready for you to collect.

We strongly encourage personally collecting your order, so our team can discuss any alternatives or concerns.



Following confirmation of your hire, you will be sent an invoice for a 25% deposit, due to be paid 4 weeks prior to your hire. You will then receive an invoice for the remainder of your Hire Fee, due to be paid 2 weeks prior to your hire. Costumes are not able to be collected until full payment is received.





# Frequently Asked Questions

## Q: What comes with each costume?

A costume is considered multiple garments and accessories to make up a whole character look! Your costumes will be allocated a band price. Shoes and Wigs incur additional charges.

## Q: Do you hire interstate?

Yes! Our costumes and staging are available for interstate hire. You will need to either pay a labour charge for video consultations, or why not visit us in Melbourne and plan out multiple shows at once? We require interstate hirers to arrange appropriate transit at their cost, and additional packaging charges apply to ensure our stock travels safely and securely.

## Q: How long can you hire costumes?

Costume hire is available for a maximum of 3 weeks for Victorian customers and 4 weeks for interstate or regional hires, inclusive of transit time.

## Q: How does sizing work?

We work with Australian Standard Sizing, (e.g.: Kids 16, Ladies 6, Adult Extra Small, Mens 28" pants). We are happy to accept measurements alongside this standard size for lead characters or growing bodies who may sit outside these standards due to height, age or access needs.

## Q: Can we alter or repair costumes?

Minor alterations like a wide stitch hemming of a pant, a small tacking of a panel around a zip or simple darts are allowed but must be removed prior to return or additional labour charges will apply. The unpicking of seams, applying of glue, paint, make-up or appliqué is not permitted and may incur repair or replacement charges.

## Q: How will our costumes arrive?

Our team will pack your costumes into our labelled suit-bags. For convenience, your costumes will be provided on work-safe plastic hangers, which must be accounted for upon return.

We strongly encourage personally collecting your order, so our team can discuss any alternatives or concerns, and you can make any last-minute changes. If you are unable to personally collect, you will be required to arrange appropriate transit of the costumes at your cost.

## Q: What if we need to swap, add or change items during our hire period?

Substitutions or sizing changes can be arranged during your hire period, subject to availability of stock and must be requested in writing. Refunds are not available for items not used. Additional invoices will apply for adding items during your hire period or after your invoice is paid.

## Q: Do you do all the laundry?

Laundry and Dry Cleaning charges will be included in your estimate and paid upfront with your invoice. Excess soiling of costumes may incur additional laundry costs post-hire. We do not allow customers to arrange their own laundry.

## Q: How early can we lock-in our hire items?

Orders are confirmed 6 weeks prior to your hire period. At 4 weeks, a non-refundable 25% deposit is charged and full payment is required 2 weeks prior to collection.

## Q: Do you have set, props and technical equipment for our show too?

Yes! We have a great selection of both full staging packages and smaller props and set items. Hiring of full set and costume packages can take all the pressure off your production, and we can even crew your bump in/out for you!

## Q: Can we hire costumes for a fitting, photoshoot, or speech night?

Costumes can be hired for multiple periods pending availability, and our minimum hire period of 1 week/\$605 will be applied. We cannot guarantee the costume won't undergo minor changes between your hires.

## Q: Do you offer individual costume hire for book week, school themed events or costume parties?

We do not offer individual costume hire for parties, book week or individual school events. Orders below minimum spend (20 costumes/\$605) are by negotiation only.

## GET IN TOUCH

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