

Costume Usage Guidelines

1. Please powder all make-up before wearing costumes to avoid excessive staining. T-shirt or other undergarment must be worn under costume to minimize perspiration stains. No eating or smoking in the costumes.
2. Reasonable wear to costumes is to be expected; BUT, damage is considered to have been done by: tearing, burning, cutting, cigarette burns, stage grease, blood, excessive make-up, removal of buttons, medallions, badges or any other trim or decoration. Do not clean our costumes without approval.
3. Costumes are intended primarily for indoor use. Excessive outside walking (i.e. parade use) is prohibited.
4. Costumes are to be used for the above-stated production ONLY. Any other use, including subsequent productions by the contracting organization.
5. Articles that are lost or damaged while in your possession will be charged at replacement cost/rate. Terms are a \$200 security deposit, refundable upon returning all loaned items in good condition. House of Bankerd makes the determination as to what "good condition" is. Some special pieces may require additional deposit.
6. When costumes are provided, the borrower may inspect the costumes and note any defects on a list to be signed off on by both parties.
7. We will provide a person to pull and fit the costumes at no charge, but if customization is required, additional fees may apply.
8. **PROGRAM CREDIT:** When House of Bankerd supplies costumes for a production, credit would be appreciated in the production's program. Language for such an acknowledgement should read: **Costumes for this production (Some of the costumes for this production) are on loan from the Baltimore Costume Library courtesy of House of Bankerd, www.houseofbankerd.org.**