



COLLEGE OF MAGIC
NOTICE



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Association Not for Gain
NPO Registration # 007-517 NPO
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Prop and Costume Hire Policy

This policy aims to clarify the procedures involved in the hire of College of Magic (COM) costumes and props and how all parties may have open lines of communication to avoid confusion and clashes.

1. Hire

- a. All requests for the hire of COM costumes and props should be directed to COM Operations Manager at operations@collegeofmagic.com via email. No telephonic bookings will be accepted.
- b. COM teaching activities take preference in the allocation of facilities.
- c. Members of COM permanent and voluntary staff members and graduates of the organisation may receive reduced rates.
- d. There is a hire amount as well as a refundable deposit required for each hired item.
- e. The return date of the hired item is stipulated on the invoice – failure to adhere to this date will result in the full forfeiture of the deposit paid.
- f. Any damages or special cleaning will be paid for by the hiree.
- g. There is a full replacement value placed on each hired item and this will be paid for by the hiree in the event that the hired item is not returned or damaged beyond repair.
- h. Any legal costs incurred in the recovery of said amount or item will be payable by the hiree.
- i. Your ID or Driver's licence must be presented on your first hire.
- j. COM reserves the right to refuse hire without explanation.