

# The Theatre Company

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## Costume Care and Alteration Guidelines

- You may alter wardrobe items using standard sewing techniques. Please use matching thread. Do not use stitch witchery, hot glue, or any other non-sewing method on the costumes. These result in permanent, expensive damage. Do not use tape or adhesives of any kind on your costumes; it leaves a residue that is difficult and time consuming to remove. If any of these methods are used on the costumes and not removed before returning, we will charge a fee to remove and clean, or even replace garments in cases of irreversible damage.
- Any safety pins used for simple alterations should be removed following use. Any damage caused by using garments with safety pin alterations is your responsibility and repair charges may be assessed.
- Please remove any labels you put in the costumes. Any labels still in the costumes at return will be removed and your production will be charged an hourly rate for this service.
- Hemming of skirts, pants, and sleeves are fine. **DO NOT CUT ANY GARMENT IN ANY WAY.** Please do not drastically remake a costume unless you receive our approval **IN ADVANCE**. If you have to reduce or enlarge a garment by more than 4", the item does not fit and you should seek an alternative. Do not remove anything sewn onto the costumes, including trim, without our prior approval.
- Please do not change trim or dramatically change the look of the costume. Changes will result in hourly fees for our staff to restore the costume to its original design. If the design is changed beyond repair you will be charged a full replacement fee for the item.
- Do not dye or paint costumes. This will result in full replacement cost being assessed.
- Stage blood can result in staining and permanent damage. Please consult with us if you intend to use blood in your production so we can work together to find a solution to your needs that will not result in ruined costumes.
- Please ask your performers to use deodorant, and **NOT** to use perfumes or scented oils. These odors often stay in the costumes after cleaning which can limit their useful life for future performers.
- Make-up not removeable by laundering and/or dry cleaning will be considered damage. Please use make-up sparingly, and powder it well. We recommend that T-shirts be worn under costumes to minimize perspiration staining and odor.
- If you must launder or dry clean garments during your run, check labels within garments and follow standard laundry and dry cleaning guidelines. We strongly suggest you check with us first, and remind you that cleaning is **NOT** required following the close of your production; but we do ask that sweaty costumes be allowed to dry thoroughly before being packed in boxes for shipment.

**We appreciate your efforts to take care of our costumes – please don't hesitate to call for help or advice. Our goal is to make your costume rental experience as hassle free as possible.**