



## Vamos Theatre Mask Library

### Terms and conditions

#### **Reserving and receiving the masks**

Once we have received your reservation, we will send you an email confirming lending dates, when you should receive your parcel and when you need to return it, along with an invoice.

The masks will be checked for damage before sending - on receipt, you will need to check the contents to make sure you agree. In the event of a query, email [learning@vamostheatre.co.uk](mailto:learning@vamostheatre.co.uk) as soon as you can, including a photo if possible.

#### **Payment and deposit**

Vamos Theatre will invoice for the hire fee, plus a deposit of £250 against loss and/or damage to the masks; payment must be made prior to shipment. Your booking is not confirmed until payment has been received.

On return, masks will be checked, and the full deposit will be returned if no loss or damages are found. If eligible, the deposit will be returned with 30 days of masks being received at the Vamos Theatre office.

#### **Return dates**

Masks in the Vamos Theatre Mask Library must be returned to us at the end of the lending period. The masks must reach us by the agreed return date as stated in your hire contract. If the masks are returned after the agreed date, additional hire charges will be incurred.

Please note that the courier service to return the masks will be booked by us at Vamos Theatre. Please allow five days for the return courier service in your timetabling.

If you wish to extend your hire, get in touch with us and if the masks are available, you may be able to hire them for an additional period.

#### **Damages**

We know that accidents happen. If damage occurs to any of the masks in the library, you should contact us as soon as possible at [learning@vamostheatre.co.uk](mailto:learning@vamostheatre.co.uk) letting us know the nature of the damage and including a photo if possible.

#### **Loss**

We encourage you to count the masks in and out every time you use them with your students. You will find a checklist in the Mask Library Notes that you will receive with your

booking. If any masks go missing, email us as soon as you can on [learning@vamos theatre.co.uk](mailto:learning@vamos theatre.co.uk).

### **Charges**

If masks are damaged or lost, there will be a charge to repair or replace them. Your deposit covers the damage or loss of up to two masks, covering costs associated with repair (if possible) or replacement. If damage or loss exceeds two masks, there will be an additional charge of £100 for each mask lost or damaged, up to a maximum of £1800 (the total cost of the Mask Library).

### **Copyright**

You may use the Vamos Theatre masks to teach, play and create, including performances within an educational context. They must not be used for professional performances of any kind without prior permission.

We love you to share your work on social media. If photos or video taken of the masks in use are shared, always credit the masks as from the Vamos Theatre Mask Library and don't forget to include us in your post so we can reply.



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