

- 1 Check catalogue to select desired costume/s.
- 2 Fill costume request form and submit to the National Cultural Foundation via email _____ @ncf.bb.
- 3 Contact _____ a minimum of 72 hours in advance to set up a collection appointment. Please note Costume collection is by appointment ONLY.

PAYMENT

Payment must be made to the NCF Accounts Department. Once payment is secured, the Renter will receive a receipt which will be presented to the attending officer and the costumes will be released for rental.

PERIOD OF USE

Costume Rental is for a period of one (1) week.

ADDITIONAL CHARGES

Caution Fee: A refundable Caution fee of \$25.00 in case of damage to the costumes.

Late Fee: A late payment of: **\$30.00** is applied for every additional week required (or part thereof).

COSTUME REQUEST FORM

Name of Group/Org./School/ Other): _____

Contact: _____

Position: _____

Address: _____

Phone: _____

Email: _____

Purpose of Rental: _____

Required Dates: _____

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