

Completed forms should be **posted** to:

Susan Brewster-Craig
Bookstart Project Co-ordinator
ShIPLEY Library
2 Wellcroft
ShIPLEY
BD18 3QH

NB. Costume must be collected from Shipley Library (address above). Costume will be available for collection after 3.00pm on the day previous to the loan period. The costume must be returned to Shipley Library before 12 noon on the day following the loan period.

ORGANISATION NAME

CONTACT NAME

ADDRESS

POSTCODE

TEL

FAX

EMAIL

NOTES

DATE(S) COSTUME REQUIRED

CONTACT NAME (PRINTED CAPITALS)

SIGNATURE AGREEING TO TERMS AND CONDITIONS



FOR OFFICE USE ONLY

COSTUME ORDER RECEIVED AND CONFIRMATION EMAIL SENT ON
DATE

COSTUME COLLECTED
DATE

COSTUME RETURNED
DATE

Terms and Conditions

- Costume must be collected from Shipley Library (address given above). Costume will be available for collection after 3.00pm on the day previous to the loan period. The costume must be returned to Shipley Library before 12 noon on the day following the loan period.
- Please ensure that the person wearing the costume is taller than 5 ft 2in.
- Please ensure that the person wearing the costume agrees with you a signal, i.e. nod of head, if they feel hot or uncomfortable. Anybody wearing the Bear must not wear it for longer than 15 minutes at a time as it gets too hot inside the costume.
- Please do not use the costume outside in muddy or wet conditions.
- Should the costume be damaged, or especially dirty the borrowing organisation will be charged with repair/cleaning bill.
- Please do not remove the head of the costume in front of children, as this can be very distressing to them.
- Please do not speak when wearing the costume.
- The Bookstart Bear should not pick up children, as the gloves are slippy.
- A completed Photograph Consent Form must accompany any photographs you take at the event of the Bookstart Bear with children. Otherwise you and Bookstart will not be able to use it in local and national publications.

