

ABBHEY THEATRE COSTUME HIRE

**Customer Guide to Hiring
Contemporary Garda Uniforms
(2022 design)**

STEP ONE

Apply for permission through the Garda Press Office.

You will need to state the reason for your hire and submit an application for review by the Garda Press Office.

You can contact: Pressoffice@garda.ie

Or by phone: 01 666 2032/35/37

STEP TWO

Please email your signed approval form to the costume hire team:
costume.hire@abbeytheatre.ie

We will then forward you the PDF brochure and prices for the Garda uniforms and we will book you in for an appointment.

It is advised that you have insurance when hiring Garda uniforms as any damages or missing items are of high expense to replace.

STEP THREE

Please browse the brochure PDF file which will show you what the newest Garda uniform looks like. We have two size options available currently, these sizes can be found on the first page of the PDF attachment.

Please note that there is no fitting week available for these Garda uniforms, so please can you check in advance that the measurements you have for the performers are correct. The uniforms must be hired as a full suit and this cost is €200 (before VAT AT 23%) per uniform for the first week of hire. After the first week, this will drop down to 50% for the second week of hire and 20% for every week thereafter. A full uniform includes: polo shirt, cap, trousers, tie, boots and either soft shell or waterproof jacket.

Please note that there are no regiment embroideries on our Epaulets, please enquire with the Garda Press office about applying for your own regiment letters and numbers. If approved, they will allocate a new letter for your production so that it does not identify with any existing regiments.

We will have the uniforms ready for collection at an agreed appointment time during our open days, Tues, Wed and Thurs between 10am and 4.30pm. The person making the booking, must nominate a responsible person for the hire, someone who can be contacted about the return, or condition of the uniforms. The responsible person will be required to provide their name, address and credit card details which will be retained and charged in case of any missing items, late returns or damages.

STEP FOUR

Garda uniforms require vigilance and care while they are on hire. Please can you ensure that they are stored in a secure place while on set, such as a locked room.

Please return the costumes **without** laundering or dry cleaning them. We will take care of the cleaning for you and this is included in the fee of €200 per uniform. If you are hiring the uniforms long term and need to launder them during your hire, please refer strictly to the instructions provided on the PDF.