

# BOOKSTART BEAR COSTUME LOAN FORM

Completed forms should be **emailed** to: [susan.brewster-craig@bradford.gov.uk](mailto:susan.brewster-craig@bradford.gov.uk); or **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 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.

ORGANISATION NAME	
CONTACT NAME	
ADDRESS	
POSTCODE	
TEL	
FAX	
EMAIL	
NOTES	

**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 using the costume.
- The Bookstart Bear should not pick up children, as the gloves are slippery.
- 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.

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