Southwark Costumes and Artefacts Service Information and Terms and Conditions

1. Introduction to the Service
Southwark Costumes and Artefacts Service (SCAS) provides an exceptional collection of costumes (suitable for all ages / sizes) and historical, cultural, religious, physiological and geographic artefacts. There are also teacher resources available.

Our resources can be used to:
- support school productions and performances;
- provide resources/ displays for events, exhibitions and assemblies;
- Provide artefacts and resources to bring curriculum areas alive for example: Art, Geography, History, English and Literacy – in fact every subject!
- Resource activities such as World Book Day (March) and the European Day of Languages (September).

Schools can pay an annual subscription fee. For schools not subscribing, it is possible to organise the ‘one off’ hire of resources by arrangement.

2. Contacting the Service
The trainer for this service is Anna Kovacevic who can be contacted by email at: SCAS.Southwark@gmail.com

For queries regarding administration, subscriptions and payments please contact

Odunola Ajibola ☏Tel: 020 7525 2039 ▶Email: Odunola.Ajibola@southwark.gov.uk

3. Purchasing the service

a) Annual subscription
A year’s annual subscription costs between £350 and £400. (See table below)

<table>
<thead>
<tr>
<th>School / Organisation</th>
<th>Type of Service</th>
<th>Service Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintained Primary Schools based in Southwark</td>
<td>Annual subscription</td>
<td>£350</td>
</tr>
<tr>
<td>All other schools &amp; organisations (secondary, special, academies) and schools /organisations external to Southwark.</td>
<td>Annual subscription</td>
<td>£400</td>
</tr>
</tbody>
</table>

This subscription fee enables schools and organisations to access as many costumes and artefacts as they wish throughout the year for productions, displays and use in lessons.

To purchase an annual subscription schools can pay via e-payment at www.southwark.gov.uk/SCASsubscribe or complete a subscription form and be invoiced. (A copy of the annual subscription order form is attached) The subscription will start from either the receipts of an e-payment or from the signed return of the subscription form.

Part payments will not be accepted. No refunds will be available on subscriptions once payment has been received.
b) ‘One off’ Hire
For schools not subscribing, it is possible to organise the ‘one off’ hire of resources by arrangement. The precise cost of each loan will depend on the resources being loaned. The following table sets out examples which are intended as guidance.

<table>
<thead>
<tr>
<th>Class set of costumes (30 in total)</th>
<th>£300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academies and schools outside of Southwark</td>
<td></td>
</tr>
<tr>
<td>Class set of costumes</td>
<td>£200</td>
</tr>
<tr>
<td>Maintained schools in Southwark</td>
<td></td>
</tr>
<tr>
<td>Artefact trunk- all schools</td>
<td>£50</td>
</tr>
<tr>
<td>Adult costume hire</td>
<td>£30</td>
</tr>
<tr>
<td>Single item - all schools</td>
<td></td>
</tr>
<tr>
<td>Children’s costume hire</td>
<td>£20</td>
</tr>
<tr>
<td>Single item - all schools</td>
<td></td>
</tr>
<tr>
<td>Artefact or costume accessory - all schools</td>
<td>£10</td>
</tr>
</tbody>
</table>

To purchase a one off hire, schools can pay via e-payment at [www.southwark.gov.uk/SCASsubscribe](http://www.southwark.gov.uk/SCASsubscribe) or complete a hire request form and be invoiced. This form can obtained via the website or by contacting Odunola Ajibola Tel: 020 7525 2039 Email: Odunola.Ajibola@southwark.gov.uk

Single purchases will be need to be paid for within 14 working days of the items for hire being collected. They will need to be agreed with the SCAS team before completing the e-payment form.

Part payments will not be accepted. No refunds will be available for single or ‘one off’ purchases once the resources have handed over to the hirer.

VAT is chargeable on single payments for example for one off hire, payments for damages, missing items.

4. Collecting and returning items to the service

We are grateful to Ivydale Primary School for hosting the service. Please note that resources are located on the top floor of the Ivydale Primary School, Bellwood Building on Ivydale Road, Nunhead, London, SE15 3BU.

Schools will need to ensure that staff who attend to collect and return items are able to use the stairs and are prepared to carry items to and from the storage room.
Items will need to be ordered by e-mail a minimum of 5 working days before collection - 
**SCAS.Southwark@gmail.com**
Arrangements for the return of items will be made on collection.

Items can be collected and returned to the Service at the following times only.

**Tuesdays and Wednesdays, during Ivydale Primary School’s term Times, between 16.00 and 17.00.**
Ivy dale’s Term Dates can be accessed via this link: 
[http://www.ivydale.southwark.sch.uk/term-dates/](http://www.ivydale.southwark.sch.uk/term-dates/)

Please attend reception if you arrive before 1630 where you will be signed in. 
If you arrive after 16.45 please ring Anna Kovacevic on 07774 979814 and you will be collected to sign in and access the collection. These arrangements are to comply with safeguarding arrangements.

5. **Lost or damaged items.**
Where items are lost or damaged schools will be liable for the costs of repair or replacement. VAT is chargeable on these types of single payments.