

Treehouse Theater Inc. (THT)  
**COSTUME RENTAL CONTRACT & INVOICE**

1. Treehouse Theater Inc. (THT) agrees to rent the costumes and articles listed on the attached Inventory List to **(responsible party name)** from **(organization/school name)** (RENTER) for their **(dates)** performances of **(show title)**.
2. Prices quoted are for RENTER to have possession of all items on Inventory List for a three-week period, unless otherwise stated.
3. **In order to secure this rental, RENTER must submit this signed contract AND full payment (Rental and Security Deposit)** prior to THT shipping the costumes to RENTER.
  - a. Payment via check (made payable to Treehouse Theater) should be mailed to PO Box 1722, Manitowoc, WI 54221.
  - b. Payment via credit card is available upon request; additional 3% processing fee applies.
4. **SHIPPING: RENTER pays the cost of shipping TO the RENTER**; this cost is covered by a portion of the RENTER's Security Deposit. **RENTER pays the cost of RETURN shipping return to THT, using UPS.**
5. Costumes are intended for indoor use only. This is an agreement of rental only, not of sale. All rented articles remain the property of THT. Eating, drinking, or smoking in THT costumes is prohibited.
6. THT and RENTER must use the **Inventory List** for check in/out that is included with the costume set.
  - a. Upon arrival, RENTER must first **locate the enclosed Inventory List. Unpack each item and locate/check the coordinating box in the "Renter IN" column on the far right. THT Costume Shop Manager must be notified immediately of any missing items or severely damaged boxes.**
  - b. RENTER must **keep all of the provided labeled, plastic bags** for reuse during return packing.
7. **RENTER is allowed to make temporary alterations** (seams, darts, hems, safety pins) to fit costumes on their students, but these **MUST be removed prior to cleaning** and return to THT. If this is not done by RENTER, THT will charge an hourly fee to do so.
8. Reasonable wear is to be expected. Damage is considered to have occurred if costumes are torn, cut, permanently altered and/or embellished.
9. As directed on the Inventory List under the "Washing Instructions" section, **RENTER is expected to clean and remove all odors and stains from every costume piece.** If this is not done by RENTER, THT will charge an hourly fee to do so.
10. During the return packing of costumes, **RENTER must use the Inventory List to mark the coordinating box in the "Renter OUT" column on the far right.** This ensures an organized and safe return of all rented costume pieces within their labeled bags.
11. **Be sure to pack costumes within the box number indicated on the Inventory List. Place the fully completed Inventory List within one of the return shipment boxes.**
12. **RENTER must use UPS to return ship all items to: Treehouse Theater, 910 Washington St, Manitowoc, WI 54220.**
13. All rented items must be returned NO LATER THAN the close of business on the contract's "ARRIVAL at THT" date. Late returns will be charged an extension fee of 10% of total rental expense for each day.
14. THT Costume Shop Manager will use the Inventory List to complete the check in, assessing the condition of each returned item and noting any missing items. If item(s) is returned damaged or excessively soiled, THT Costume Shop Manager will take photos and share with RENTER via email.
  - a. RENTER will be notified of any repair or replacement fees, via email, within three weeks of the "ARRIVAL at THT" date.
  - b. **RENTER'S Security Deposit, minus the shipping TO RENTER cost plus any repair or replacement fees, will be refunded to RENTER within two months of "ARRIVAL at THT" date.**
15. THT shall incur no liability to RENTER or any other persons for accidents, injuries, or losses caused directly or indirectly by any rented article.
16. If any of the rented articles are not available on the "Shipment to Renter" date due to any means not directly under control by THT, RENTER will not hold Treehouse Theater liable. THT will provide a replacement article of equal value.
17. If RENTER violates any of the provisions of this contract, I authorize THT or its attorneys to use whatever legal means necessary to recover their goods and/or any money due to THT.

THT Costume Shop Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

*(this signature does not constitute a valid contract until RENTER also signs and submits to THT with full payment)*

RENTER Signature \_\_\_\_\_ Date \_\_\_\_\_



910 Washington St, PO Box 1722, Manitowoc, WI 54221  
[www.TreehouseTheaterCostumes.com](http://www.TreehouseTheaterCostumes.com)

Rachel Danay, Costume Shop Manager  
 costumes@treehousetheater.com

### COSTUME RENTAL INVOICE

*show title*

<p><b>SHIP TO:</b></p> <p>Name:</p> <p>Title:</p> <p>Organization:</p> <p>Address:</p> <p>City, State, Zip:</p> <p>Phone (school/business):</p> <p>Phone (cell):</p> <p>Email:</p>	<p><b>BILL TO:</b></p> <p>___ same as "Ship to"</p> <p>Name:</p> <p>Title:</p> <p>Organization:</p> <p>Address:</p> <p>City, State, Zip:</p> <p>Phone (work):</p>
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	CONTRACTUAL DATE	EXPENSE
Security Deposit		<b>\$TBD*</b>
Rental		<b>\$TBD*</b>
Shipment to Renter - <i>paid/covered by Security Deposit*</i>		
Estimated ARRIVAL at Renter		
First Performance		
Final Performance		
Return Shipment - <i>paid by RENTER*</i>		<b>\$TBD*</b>
Estimated ARRIVAL at THT		
Inventory Assessment complete/ Refund issued of unused Security Deposit		
<b>TOTAL DUE PRIOR TO INITIAL SHIPPING</b>		<b>\$TBD</b> <i>*RENTER to pay</i>

THT Costume Shop Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

*(this signature does not constitute a valid contract until RENTER also signs and submits to THT with full payment)*

RENTER Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR THT OFFICE USE ONLY			
Full Payment Received	Shipment to Renter Date	Arrival at THT Date	Late Return Date begins
___/___/___	___/___/___	___/___/___	___/___/___

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Treehouse Theater Inc	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <u>one</u> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501c3 federal non-profit organization</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. PO Box 1722, 910 Washington Street	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code Manitowoc, WI 54221	
<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
OR	
Employer identification number	
4 5 - 5 1 1 9 8 7 7	

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**     Signature of U.S. person ▶ *[Handwritten Signature]*     Date ▶ *9/12/2024*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*