



www.TreehouseTheaterCostumes.com
dani@treehousetheater.com

COSTUME RENTAL AGREEMENT

1. Treehouse Theater Inc. (THT) agrees to rent the costumes and articles listed on the attached Inventory List to **(NAME of contact)** from **(NAME of school/group)**(RENTER) for their **(DATES)** performances of **(name of show)**.
2. Prices quoted are for RENTER to have possession of all items on Inventory List for a three-week period, unless otherwise stated.
3. **Full Rental cost AND Security Deposit must be paid in full to THT** in order to confirm rental.
4. THT pays the cost of shipping TO the RENTER. This cost is covered by a portion of the RENTER's Security Deposit.
5. **RENTER pays the cost of RETURN shipping, using either UPS (preferred) or FedEx.**
6. 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.
7. **Upon arrival, RENTER MUST first locate the enclosed Inventory List.** Unpack each item and locate/check the coordinating box on the Inventory List. *THT Rental Coordinator must be notified immediately of any missing items or severely damaged boxes.*
8. RENTER must keep all provided labeled, plastic bags and then reuse/repack these during return.
9. Name tags and temporary alterations (darts, hems, safety pins) are allowed, but MUST be removed. If not done, THT will charge an hourly fee to do so.
10. Eating, drinking, or smoking in THT costumes is prohibited.
11. Reasonable wear is to be expected. Damage is considered to have occurred if costumes are torn, cut, permanently altered and/or embellished.
12. RENTER is expected to clean and remove odors, stain, or paint from all costumes prior to their return. If not done, THT will charge an hourly fee to do so.
13. **During the return packing process, RENTER must use the Inventory List and enclosed plastic bags** to ensure an organized and safe return of all rented costume pieces. Locate and check each CLEAN item on the Inventory List.
14. Place the fully completed Inventory List within one of the return shipment boxes.
15. **RENTER must return all items to Danielle Frahm, 1624 24th St, Two Rivers, WI 54241.**
16. All rented items must be returned NO LATER THAN the close of business on the contract "ARRIVAL at THT" date. Late returns will be charged an extension fee of 10% of total rental expense for each day.
17. THT Rental Coordinator 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 Rental Coordinator will take and share photos with RENTER.
18. RENTER will be notified of any repair or replacement fees, via email, within three weeks of the "ARRIVAL at THT" date.
19. 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.
20. THT shall incur no liability to RENTER or any other persons for accidents, injuries, or losses caused directly or indirectly by any rented article.
21. 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.
22. If RENTER violates any of the provisions of this agreement, I authorize THT or its attorneys to use whatever legal means necessary to recover their goods and/or any money due to THT

RENTER Signature _____

Date _____

THT Rental Coordinator Signature _____

Date _____



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COSTUME RENTAL AGREEMENT

(SHOW TITLE)

<p><u>SHIP TO:</u></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><u>BILL TO:</u></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 - refundable		\$750
Rental (Inventory List attached)		\$1,750
Shipment to Renter*	__/__/24	<i>TBD*</i>
Estimated ARRIVAL at Renter	__/__/24	
First Performance	__/__/24	
Final Performance	__/__/24	
Return Shipment*	__/__/24	<i>TBD*</i>
Estimated ARRIVAL at THT	__/__/24	
Inventory Assessment complete/ Refund issued of unused Security Deposit	__/__/24	
TOTAL DUE PRIOR TO INITIAL SHIPPING		\$2,150 <i>*RENTER to pay</i>

Renter Signature _____ Date _____

THT Rental Coordinator Signature _____ Date _____

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