

To: All 2018 Producers and Directors  
From: Conejo Players Executive Board

## **ADDENDUM: RENTALS POLICY**

*The information in this ADDENDUM is now a part of the Production Manual  
and replaces any other references to this subject matter.*

### **CONEJO PLAYERS, INC. RENTALS POLICY**

A production may rent from outside companies and individuals for the purposes of producing the show. This includes costumes, props, furniture, rehearsal space and other equipment for the production. The following guidelines are required before payment will be issued by the treasurer.

1. A detailed price list or quote must be provided to the staff member requesting the rentals.
2. A detailed, line-item invoice must be provided to that staff member before the close of the show.
3. The staff member will send the final detailed invoice to the treasurer of CPT for payment.
4. The rental company/individual will be required to fill out a W-9, and will receive a 1099 if their invoices total over \$600 for the calendar year, unless the rental house is a registered corporation.