



Prepare for Your Appointment with An Event Specialist

Contact Information

Name _____

Business (if applicable): _____

Email _____

Billing Address _____

Event Information

Event Type _____ Event Date _____

- Are you requesting customer pickup and return? YES NO
*Pickup Friday between 8 - 9 AM and items must be returned Monday between 8 - 9 AM.
Full size truck or enclosed trailer is required.*
- What is the delivery address? _____
Minimum delivery fee is \$100.00
- How many guests are your expecting? _____
- Do you need seating for all the guests or do you prefer cocktail tables? _____
- Do you require specific set-up and/or tear down? _____

Tent Rental Information

- What size tent are you needing? **(Diagrams can be found on our website.)* _____
- Will the tent be going on commercial property? *(If so, a tent permit may be required)* YES NO
- Will the tent be staked into grass, staked into asphalt or anchored into concrete? _____
*Additional 10' is required for pole tents and 5' required for frame tents in order to stake.
If staking the tent is not an option, we will need to use concrete blocks and a frame tent is required.*
- Where will the tent be going on the property? _____
A description and/or a map for tent placement is needed.
- Depending on the time of year, will you need a heater? YES NO
- Do you want solid or window sidewalls to be added to the tent? _____
- Would you like lighting to be added to the tent? YES NO
- Is there a septic or irrigation system? _____
- List everything you would like to go under the tent: _____

Tables and Chairs

- Do you prefer banquet, round or a combination of both table styles? _____
Table seating chart can be found on our website.
- List of other tables you will need _____
Think about your cake table, gifts, buffet, DJ, headtable, sweetheart table, etc.
- Do you need cocktail tables? (Popular for guests to walk around and mingle) _____
- What type of chair style do you prefer? _____
- Do you need one or two sets of chairs? _____
- Do you need our crew to set-up and/or tear down the tables and/or chairs? YES NO
Set-up: \$1 per chair/\$2 per table | Tear Down: \$1 per chair/\$2 per table
- Quantity of tables needed _____ Quantity of chairs needed _____

Linens and Kwik-Covers

- Do you prefer linens, Kwik-Covers or a combination of both? _____
- What color(s) do you like? _____
- For tablecloths, do you prefer the linens to be floor length or go to the lap? _____
- Do you need chair covers, runners or napkins? _____

Food Preparation and Concession Equipment

- Do you need china, flatware or stemware? _____
- Do you need any coolers, chafing dishes and/or a bar? _____
- Do you need concession equipment? _____
- List of other equipment needed _____

Additional Questions

- Does there need to be another contact listed? _____
- Is there anything on our website you did not see but you are needing to rent? _____
- List of questions to ask _____

Check List for Reserving Your Rental

- Signed Quote
- Credit Card Form (*must be on file regardless of how you choose to pay*)
- Temporary Structures Addendum (*tent rental only*)
- 25% nonrefundable deposit or full balance to be paid if event date is within 30 days

