

SPECIAL *Event* RENTALS

TENT REFERENCE GUIDE



TENTS

Selecting the right tent for your event is extremely important. Whether you are renting for a wedding, family reunion, corporate function or festival, choosing the right size, style and functionality are all key to your event’s success.

Special Event Rentals offers five styles of tents to choose from so our sales team will work with you to ensure you choose the right tent. The type of event, estimated guest count, and location will help us determine the best style and size of tent for your event.

Once a size and style of tent has been selected, we can help you determine which accessories are required to make your event a success. Lighting, flooring, heating & cooling units, generators and more are available to complete the setup of your event.

Finding the right tent for your event is easy at Special Event Rentals!



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A QUICK GUIDE FOR CHOOSING YOUR TENT

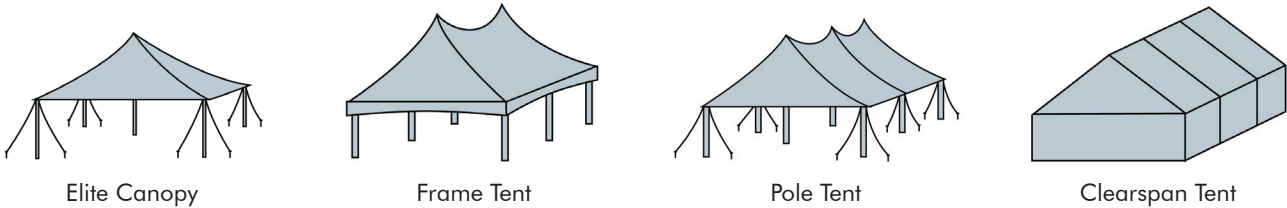
STEP 1 • CHOOSE A TENT STYLE

Will the tent be set up on grass or asphalt? For a wedding or any large event Pole tents are a great option. They have a high-peaked roof and can be staked directly into grass or asphalt. Frame tents are perfect for smaller events. They are extremely popular for backyard parties and festivals.

Will the tent be set up on a surface where staking isn’t an option? Depending on the square footage you require, you will require either a Frame tent or Clearspan tent. Both can be secured using concrete weights instead of stakes.

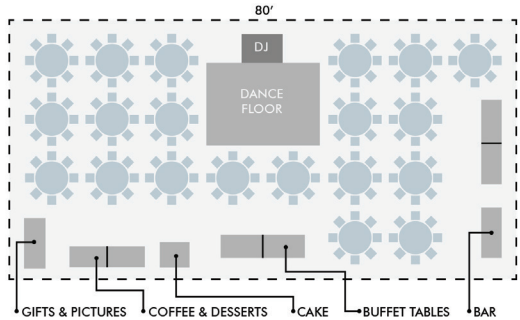
Do you need a completely open interior space? To achieve an open space with no centre poles, select a Frame tent or Clearspan tent.

Are you able to set up the tent yourself? Choose one of our Elite Canopies, which are perfect for backyard parties and smaller gatherings.



STEP 2 • CHOOSE A TENT SIZE

Review our tent sizing charts for each style of tent and choose a size that will accommodate your total number of guests. You don’t have to figure out the exact size you require - we will help you out with that. It’s helpful to know:



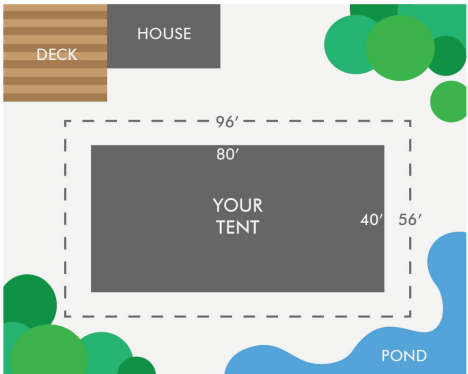
- The number of guests attending.
- The type of event, as weddings generally require a larger tent to accommodate a head table, cake table, etc.
- Will there be a dance floor?
- Do you require room for buffet tables?
- The style of table you would like your guests to sit at. Round tables require more room per guest than banquet tables.

STEP 3 • MEASURE YOUR OPEN SPACE

Do you have enough open space for your tent? Your tent footprint needs to be clear of obstructions including decks, overhanging trees or shrubs or other obstacles.

1. Measure the flat area where you would like your tent to be located.
2. Add approximately 8’ to each side for setup and staking. For a 40’ x 80’ pole tent, you will need an area that is approximately 56’ x 96’.

See page 10 for more information on selecting a tent location.



STEP 4 • CONTACT SPECIAL EVENT RENTALS

With this information we will be able to help you choose the right style and size of tent for your event. Please contact us for a quote and let us help you start planning your next great event!

POLE TENTS

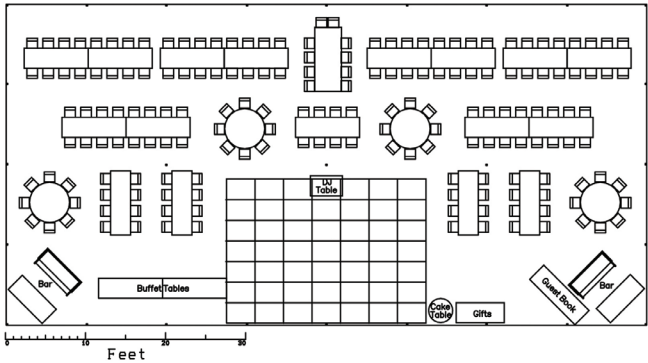
Pole tents are the classic wedding tent with their high peaks and tensioned curves. These tents are a spacious tension-type tent containing tall center poles every 20’ surrounded by 8’ side poles and guy straps anchored to the ground. A 8’ perimeter is required around the tent to properly anchor and secure the tent. Pole tents must be staked into the ground and cannot be weighted down.

Pole tents are available in 30’, 40’ and 60’ widths. They are a modular design and can be increased in length by 20’ increments to fit your requirements.

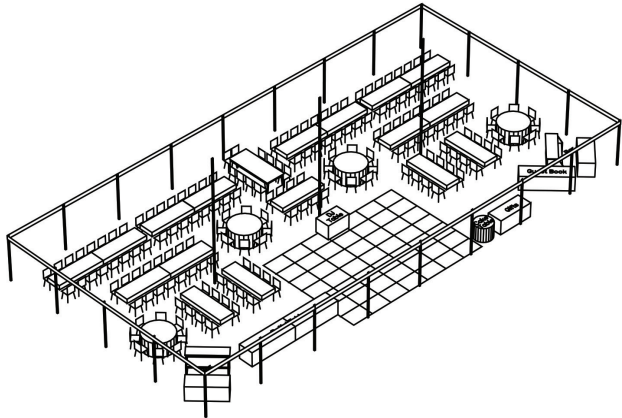
Walls are available in café window or solid white. They will be installed during the setup of your tent unless otherwise requested.

Pole tents includes set up and dismantle on grass. Additional charges will apply if set up is required on asphalt or gravel.

Pole tents cannot be set up in the winter months. Please refer to our Frame tents or Clearspan structures for winter options.



Example of a 40' X 80' Pole Tent Setup



TENT SIZE	STANDING	CATHEDRAL SEATS	8' RECT. TABLE SEATS	5' RND. TABLE SEATS	WEEKEND RATE
30' X 40'	200	170	96-120	96	\$1,320.00
30' X 60'	300	250	144-180	144	\$1,980.00
30' X 80'	400	340	192-240	192	\$2,640.00
30' X 100'	500	430	240-300	240	\$3,300.00
40' X 40'	264	224	128-160	128	\$1,665.00
40' X 60'	396	336	192-240	192	\$2,495.00
40' X 80'	528	454	256-320	256	\$3,335.00
40' X 100'	664	566	320-400	320	\$4,155.00
40' X 120'	798	678	384-480	384	\$4,985.00
40' X 140'	933	800	466-560	466	\$5,800.00
40' X 160'	1,062	910	512-640	512	\$6,665.00
40' X 180'	1,200	1,022	576-720	576	\$7,485.00
40' X 200'	1,332	1,140	640-800	640	\$8,315.00
60' X 40'	396	336	192-240	192	\$2,640.00
60' X 60'	600	510	288-360	288	\$4,155.00
60' X 80'	798	678	384-480	384	\$5,545.00
60' X 100'	1,000	854	480-600	480	\$6,930.00
60' X 120'	1,200	1,022	576-720	576	\$8,315.00
60' X 140'	1,398	1,196	672-840	672	\$9,240.00
60' X 160'	1,596	1,364	768-960	768	\$10,560.00
60' X 180'	1,800	1,540	864-1,080	864	\$11,880.00
60' X 200'	1,998	1,708	960-1,200	960	\$13,200.00
60' X 220'	2,196	1,882	1,056-1,320	1,056	\$14,520.00
60' X 240'	2,400	2,050	1,152-1,440	1,152	\$15,840.00
60' X 260'	2,598	2,226	1,248-1,560	1,248	\$17,160.00
60' X 280'	2,796	2,796	1,344-1,680	1,344	\$18,480.00



FRAME TENTS

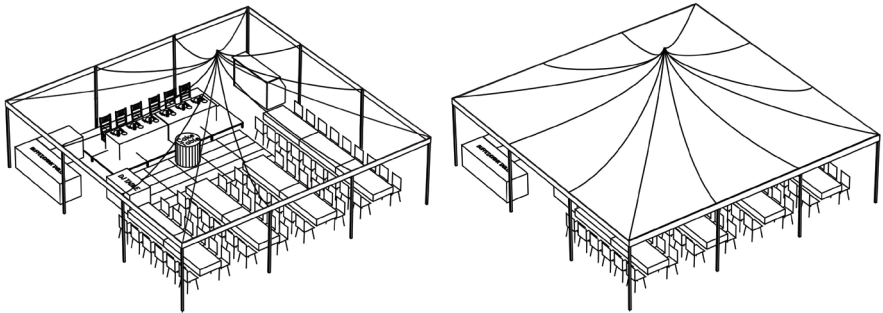
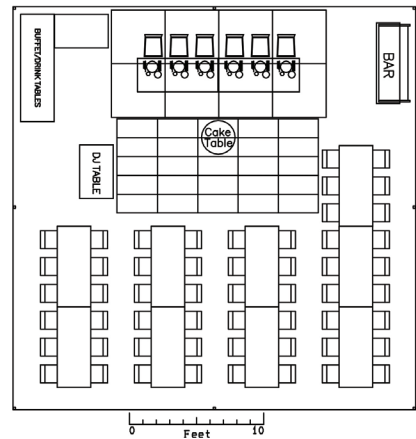
Frame tents consist of a tensioned top over a light aluminum frame. These are a favourite for intimate special events, festivals, trade shows and food services. Frame tents can be joined together to create a variety of configurations.

Walls are available in café window or solid white. They will be installed during the set up of your tent unless otherwise requested.

Clear tops are available in select sizes of frame tents for an additional cost.

Frame tents includes set up and dismantle on grass. Frame tents have the flexibility to be staked or secured with large concrete weights. This makes frame tents the most practical choice for use in parking lots and other surfaces that cannot be staked. Additional charges will apply if setup is required on asphalt or gravel or if concrete weights arenecessary.

Frame tents can be set up in the winter months. Tent prices in effect from April 15 to October 15. Please inquire for winter rates as certain conditions apply.



Example of a 30' X 30' Frame Tent Setup

TENT SIZE	STANDING	CATHEDRAL SEATS	8' RECT. TABLE SEATS	5' RND. TABLE SEATS	WEEKEND RATE
10' X 10'	16	14	8-10	8	\$395.00
10' X 20'	30	28	16-20	16	\$515.00
10' X 30'	45	42	24-30	24	\$695.00
10' X 40'	60	56	32-40	32	\$874.50
15' X 15'	25	20	10-12	8	\$495.00
20' X 20'	66	56	32-40	32	\$695.00
20' X 30'	100	84	48-60	48	\$945.00
20' X 40'	133	112	64-80	64	\$1,025.00
30' X 30'	150	126	72-90	72	\$1,125.00
30' X 60'	300	252	144-180	144	\$2,065.00
17' HEX	42	34	16-20	16	\$522.50
34' HEX	168	146	80-100	80	\$1,072.50



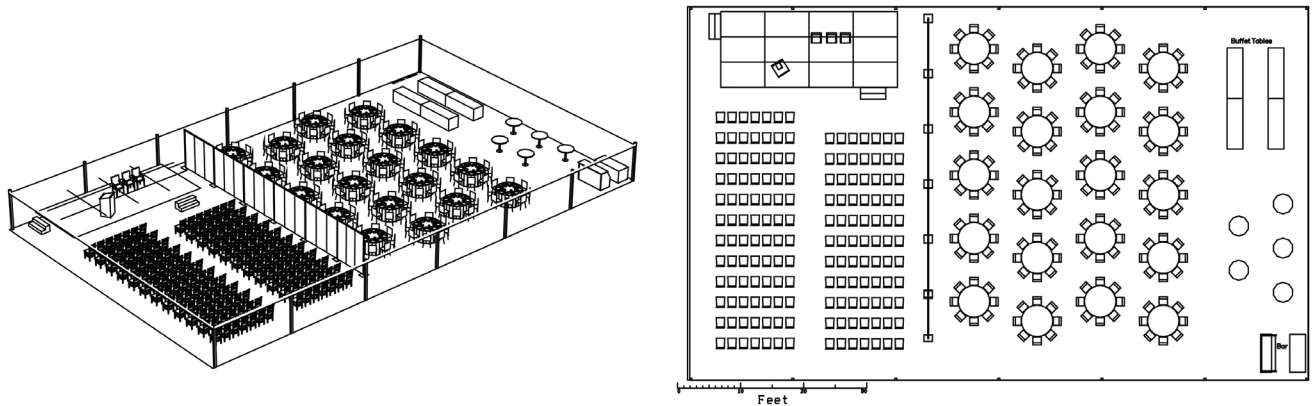
CLEARSPAN TENTS

Clearspan tents provide a larger space than a classic frame tent or high-peaked pole tent. These A-frame structures provide a clear open area for events and job sites. Clearspan tents are completely free of interior supports and exterior guy ropes making them a fantastic choice for any event. These tents, also referred to as clearspan structures, can be built around obstacles and can be completely or partially weighted down making them the most versatile tent in our inventory. The versatility of these structures allow them to be set up on virtually any surface including gravel, concrete, grass, rooftops, patios and even over pools.

Clear roof panels and walls are available in certain sizes for an additional cost. Walls are available in café window or solid white. They will be installed during the set up of your tent unless otherwise requested.

Clearspan tents includes set up and dismantle on grass. Clearspan tents have the flexibility to be staked or secured with large concrete weights. Additional charges will apply if setup is required on asphalt or gravel or if concrete weights are required.

Clearspan tents can be set up in the winter months. Tent prices in effect from April 15 to October 15. Please inquire for winter rates as certain conditions apply.



Example of a 18M x 30M Clearspan Tent Setup

Dimensions: 1M = 3.3' (Ex. 12M X 30M = 40' X 100')

TENT SIZE	STANDING	CATHEDRAL SEATS	8' RECT. TABLE SEATS	5' RND. TABLE SEATS	WEEKEND RATE
6M X 6M	65	55	32-40	32	\$1,548.50
6M X 9M	97	83	48-56	48	\$1,858.60
6M X 12M	129	111	60-80	60	\$2,478.20
9M X 10M	161	138	80-96	80	\$3,750.00
9M X 15M	242	207	120-144	120	\$4,500.00
9M X 20M	323	277	160-192	160	\$5,250.00
9M X 25M	403	346	200-240	200	\$6,000.00
9M X 30M	484	415	232-288	232	\$6,750.00
12M X 10M	215	184	104-128	104	\$5,000.00
12M X 15M	323	277	160-192	160	\$5,850.00
12M X 20M	430	369	208-256	208	\$6,700.00
12M X 25M	538	461	264-320	264	\$7,600.00
12M X 30M	646	553	310-384	310	\$8,450.00
12M X 35M	753	646	360-448	448	\$9,350.00
12M X 40M	861	738	416-520	416	\$10,200.00
15M X 10M	269	231	128-160	128	\$7,000.00
15M X 15M	403	346	194-240	194	\$8,350.00
15M X 20M	538	461	256-320	256	\$9,700.00
15M X 25M	672	576	320-400	320	\$11,000.00
15M X 30M	807	692	384-488	384	\$12,350.00
15M X 35M	941	807	448-568	448	\$13,700.00
15M X 40M	1,076	922	520-648	520	\$15,000.00
15M X 45M	1,210	1,037	584-728	584	\$16,350.00
15M X 50M	1,345	1,153	648-808	648	\$17,700.00
18M X 10M	323	277	152-192	152	\$7,900.00
18M X 15M	484	415	232-288	232	\$9,400.00
18M X 20M	646	553	312-384	312	10,900.00
18M X 25M	807	692	384-488	384	12,400.00
18M X 30M	968	830	464-584	464	13,900.00
18M X 35M	1,130	968	544-680	544	15,400.00
18M X 40M	1,291	1,107	616-776	616	16,900.00
18M X 45M	1,452	1,245	696-872	696	18,400.00
18M X 50M	1,614	1,383	776-968	776	19,900.00
18M X 55M	1,775	1,522	856-1,064	856	21,400.00
18M X 60M	1,937	1,660	928-1,160	928	22,900.00

Longer Clearspan tents are available in each width. Please inquire for availability and pricing.

ELITE CANOPIES

Elite Canopies are a great option for customers looking for an economical choice they can set up and take down themselves. Perfect for out-of-town events, small family gatherings and backyard barbeques, canopies provide customers with the flexibility to set up the tent on their own schedule and at any location without additional delivery fees. Elite Canopies are easy to set up and take down.

Walls are not included in pricing for canopies. Pricing is based on customer set up and customer pick-up & drop-off.

Customers are responsible to contact Alberta One-Call prior to canopy installation at 1-800-242-3447 or online at www.albertaonecall.com to have all underground utilities located and marked. The stakes used to secure canopies are 24" long.

TENT SIZE	STANDING	CATHEDRAL SEATS	8' RECT. TABLE SEATS	5' RND. TABLE SEATS	WEEKEND RATE
20' X 20'	66	56	32-40	32	\$350.00
20' X 30'	100	84	48-60	48	\$450.00
20' X 40'	133	112	64-80	64	\$550.00
Sledge Hammer For Installing Elite Canopies					\$12.50
Solid Wall For Elite Canopies					\$30.00
French Window Wall For Elite Canopies					\$35.00



20' X 30' Elite Canopy Setup with French Window Walls



10' X 10' Pop-Up Shelter

POP-UP SHELTERS

Pop-Up Shelters are a great, economical choice for outdoor tradeshows, farmer's markets and yard sales. These tents can quickly and easily be set up by two people in a matter of minutes. Pop-Up Shelters can be set up on almost every surface including grass, asphalt and gravel as they are secured with weights on each leg. These shelters cannot be left up overnight and must be taken down in extreme weather conditions.

Walls are not included in pricing for Pop-Up Shelters. They are available at a cost of \$17.50 per wall and weights are available at a cost of \$7.50 per 33lb weight.

Alberta One-Call is not required for Pop-Up Shelters as they are secured using weights and not stakes.

TENT SIZE	ECONO WHITE POP UP	BLACK DELUXE POP UP	WHITE DELUXE POP UP
10' X 10'	\$150.00	\$195.00	\$195.00

LOCATION

Finding the perfect location for your tent can be tricky. You need an area large enough for the size of your tent for your guests to walk and dance, where the ground is even and not too sloped.

Answering the following questions will assist you in determining whether an event location will work for your tent:

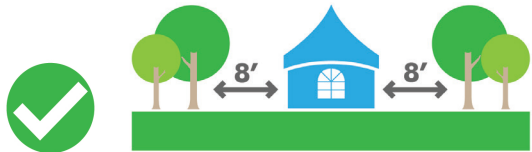
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What is the estimated size of your tent?
- 2

Can Special Event Rentals drive to the tent location? If not, how far away would we be required to park?
- 3

Does your event location allow for an additional 8 feet of unobstructed area on all sides of the tent?
- 4

Is the ground suitable for your event?



Make sure the land is not sloped and there are no large dips in the ground.

- 5

Are there any overhead obstructions? Look for powerlines, trees, telephone lines and other possible hindrances.



Note that all tents must be at least 20 feet from overhead powerlines.



Use ground that is even for ease of guests walking and dancing.

- 6

What is the ground surface? Grass/Asphalt/Gravel/Concrete/Wood? Are we able to stake or will concrete weights be required?
- 7

Are there private underground lines in the tent area?

While Alberta One Call is mandatory for all staked tents, we may require a secondary line locate for some areas.

- 8

Is power available at the site?
- 9

Do you have permission from the landowners?
- 10

Are washrooms available at the site? If not, portable washrooms are available to rent.

If the event is taking place on municipal property you may require an event permit. The client is responsible to obtain all municipal permits.



SEATING ARRANGEMENTS



THEATRE SEATING:
This is a linear setup of side-by-side chairs. Often used for ceremonies and presentations, theatre seating provides the maximum number of guests that can be accommodated, assuming no other equipment (tables, etc.) will need to be accounted for.



CATHEDRAL SEATING
Cathedral Seating is a great setup for weddings and other ceremonies. This rounded, staggered setup offers guests the best visibility, while still maximizing the amount of guests accommodated.

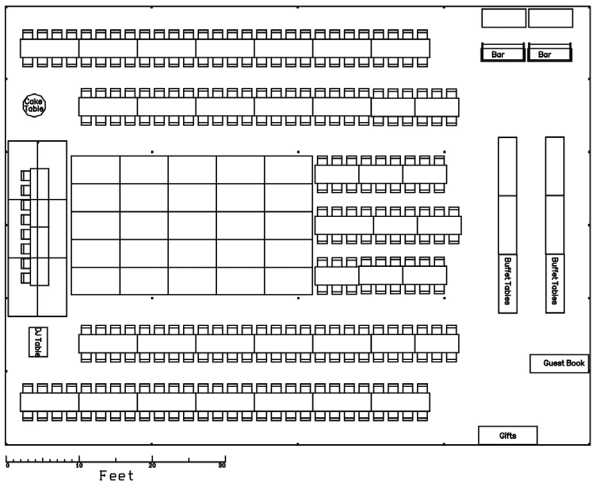


BANQUET SEATING
8' Banquet tables fit 8 adults comfortably, but are able to accommodate 10 guests when necessary. Rectangular tables are recommended instead of round tables in setups that may run tight on space.

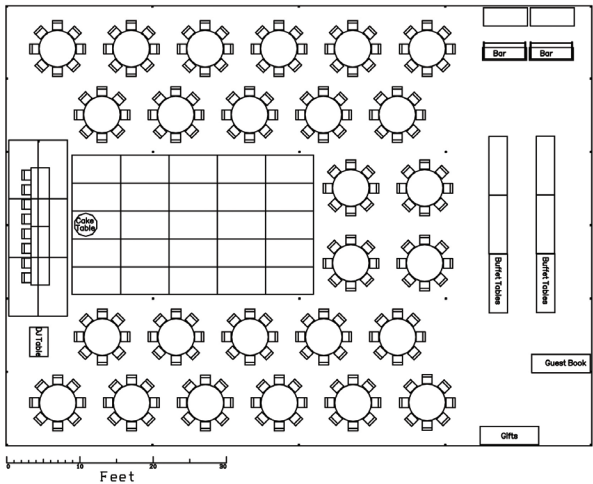


ROUND TABLES
A 5' Round table seats 6 to 8 adults. Round table set-ups are aesthetically preferable for most events but require a bit more space between tables than rectangular tables.

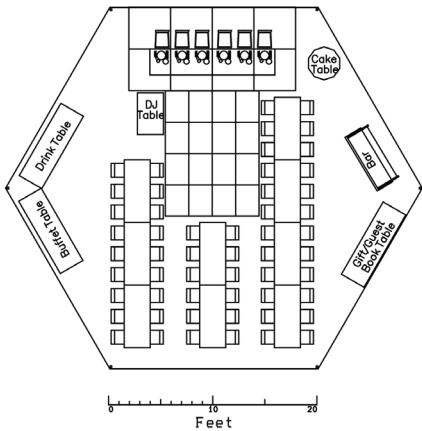
60' x 80' Pole Tent with banquet tables (Seats 280)



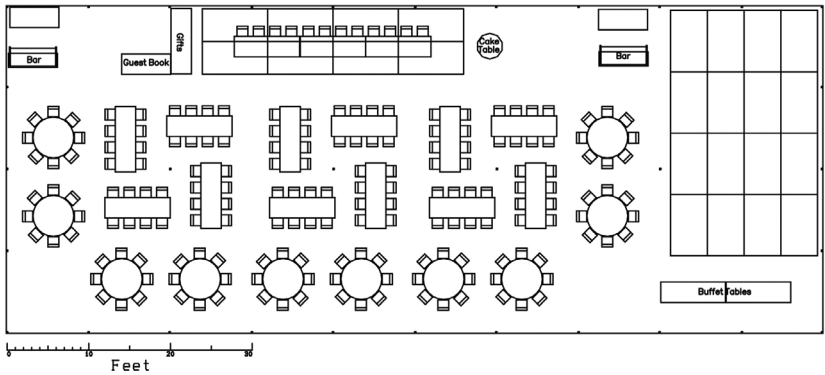
60' x 80' Pole Tent with round tables (Seats 216)



34' Hex Frame Tent (seats 60)



40' x 100' Pole Tent (Seats 188)

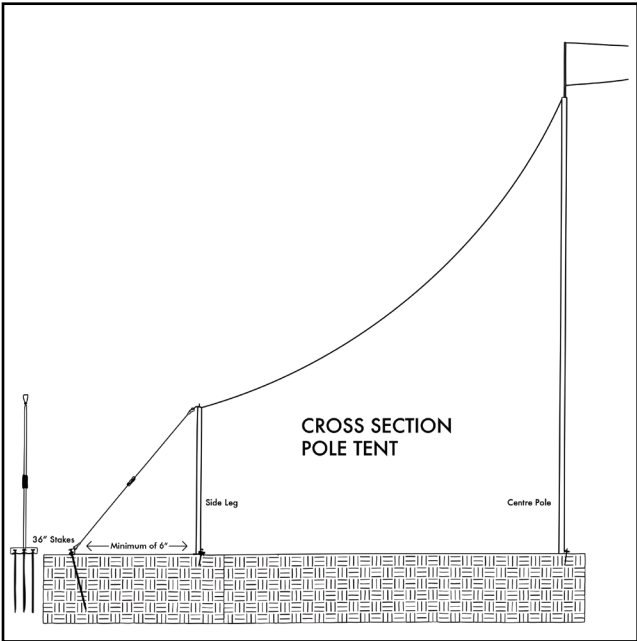


ANCHORING & WEIGHTING

There are several options to safely anchor or secure your tent. Depending on the location, surface type and style of tent, Special Event Rentals will recommend the best option for your event.

If the tent is set up in an area where we can stake, we will require an Alberta One Call prior to the installation of your tent. Tent pricing includes set up and dismantle on grass but additional charges will apply for staking in asphalt or gravel. Asphalt plugs are available to fill holes in the asphalt after your event.

Frame tents and Clearspan tents are staked at the base of each leg but Pole tents require a minimum of six feet of clearance on each side of the tent.



Alberta One Call is a free service to mark underground utilities. In the summer months you will want to call several weeks prior to the install of your tent to give them ample time to mark the site. They can be reached at 1-800-242-3447. **We are unable to set up the tent if the underground utilities are not marked by Alberta One.** If we are setting up on acreages, parking lots and other areas where private lines are located, we may require you to have a secondary line locate completed. This may be to check for sewage lines and other underground utilities that will not be marked by Alberta One Call.

Sometimes we are unable to stake due to the ground type, underground utilities or customer preference. In these cases we will secure the tent using large concrete weights. Using professional tent ballast tools, we will determine the correct amount of concrete weights to use in order to safely secure your tent. We have specialized moving equipment to safely and easily move concrete ballast on almost all surfaces and conditions. Frame tents and Clearspan tents can be weighted while Pole tents must be staked. Additional charges will apply if we have to secure your tent using concrete weights.

**ALBERTA
ONECALL**
albertaonecall.com
1-800-242-3447

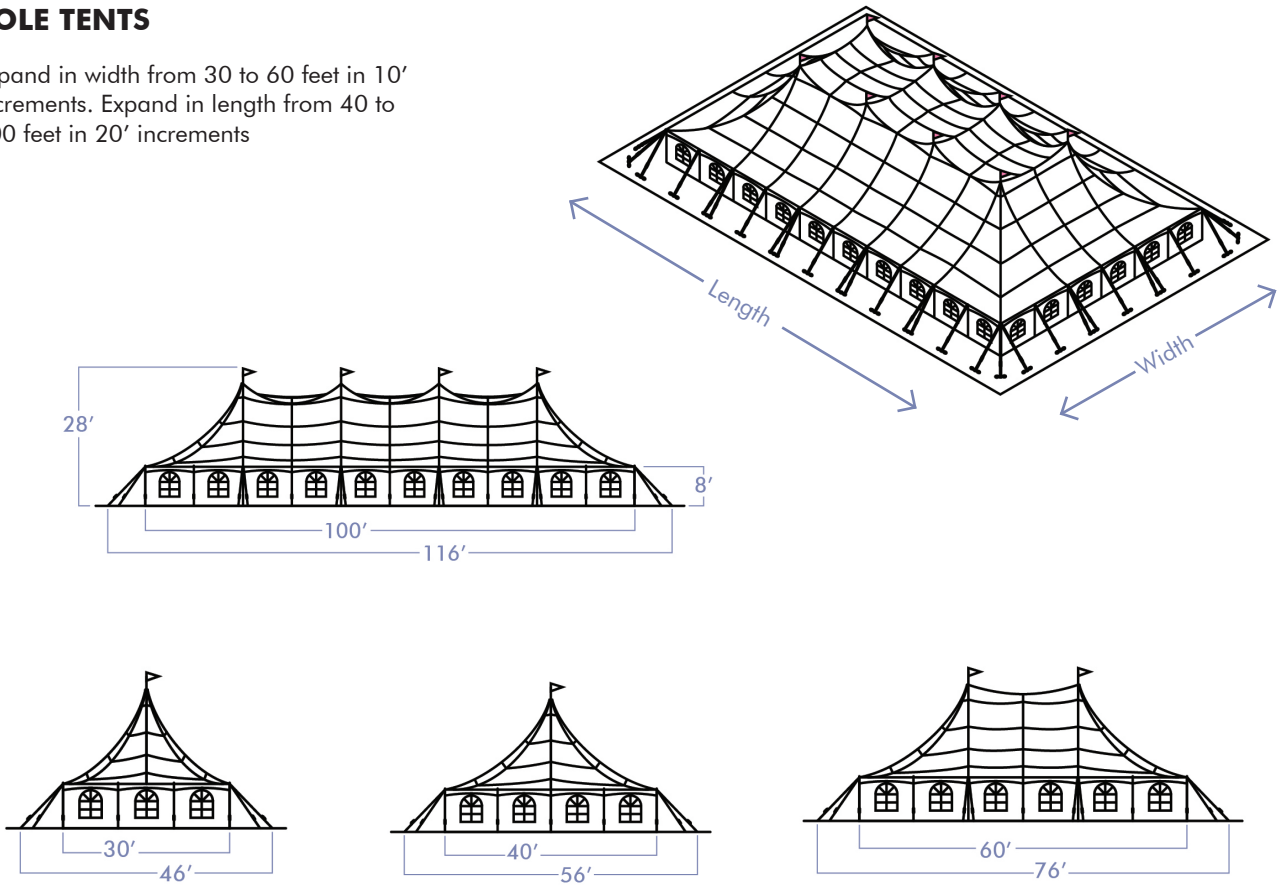


We ensure our tents are installed using the manufacturer's guidelines and that our tents will meet or exceed engineer approvals and local building codes.

SPECIFICATIONS

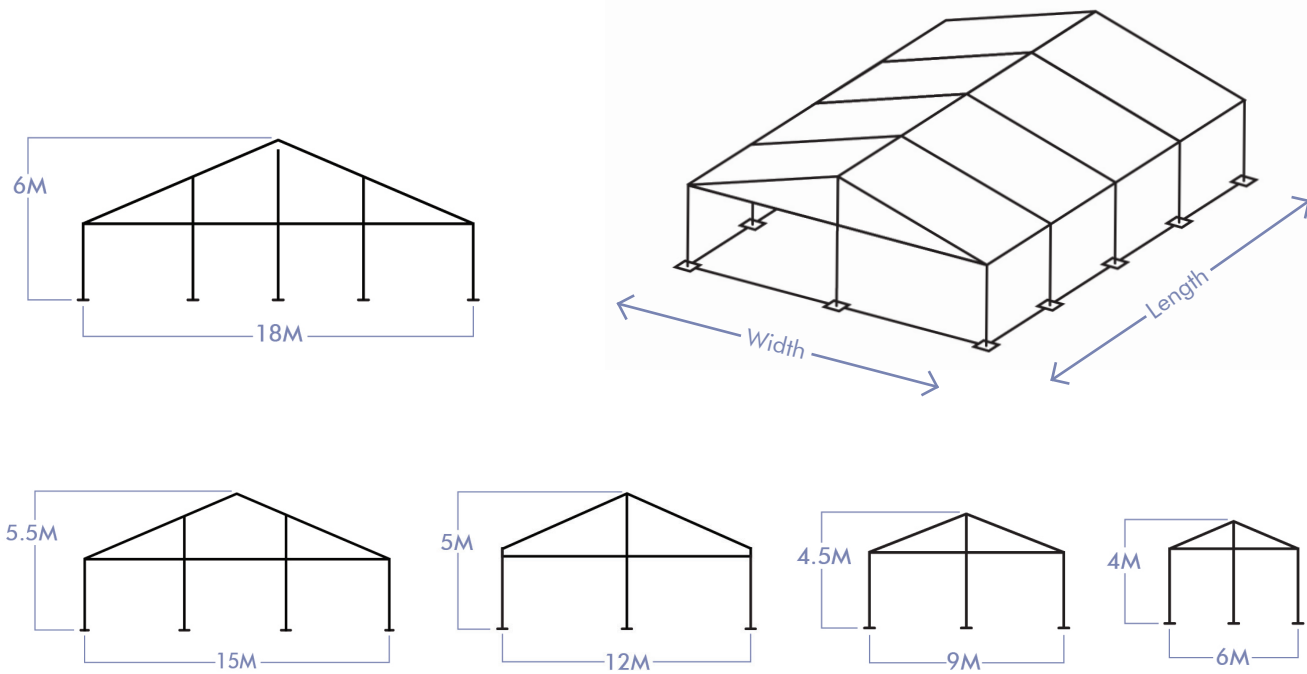
POLE TENTS

Expand in width from 30 to 60 feet in 10' increments. Expand in length from 40 to 300 feet in 20' increments

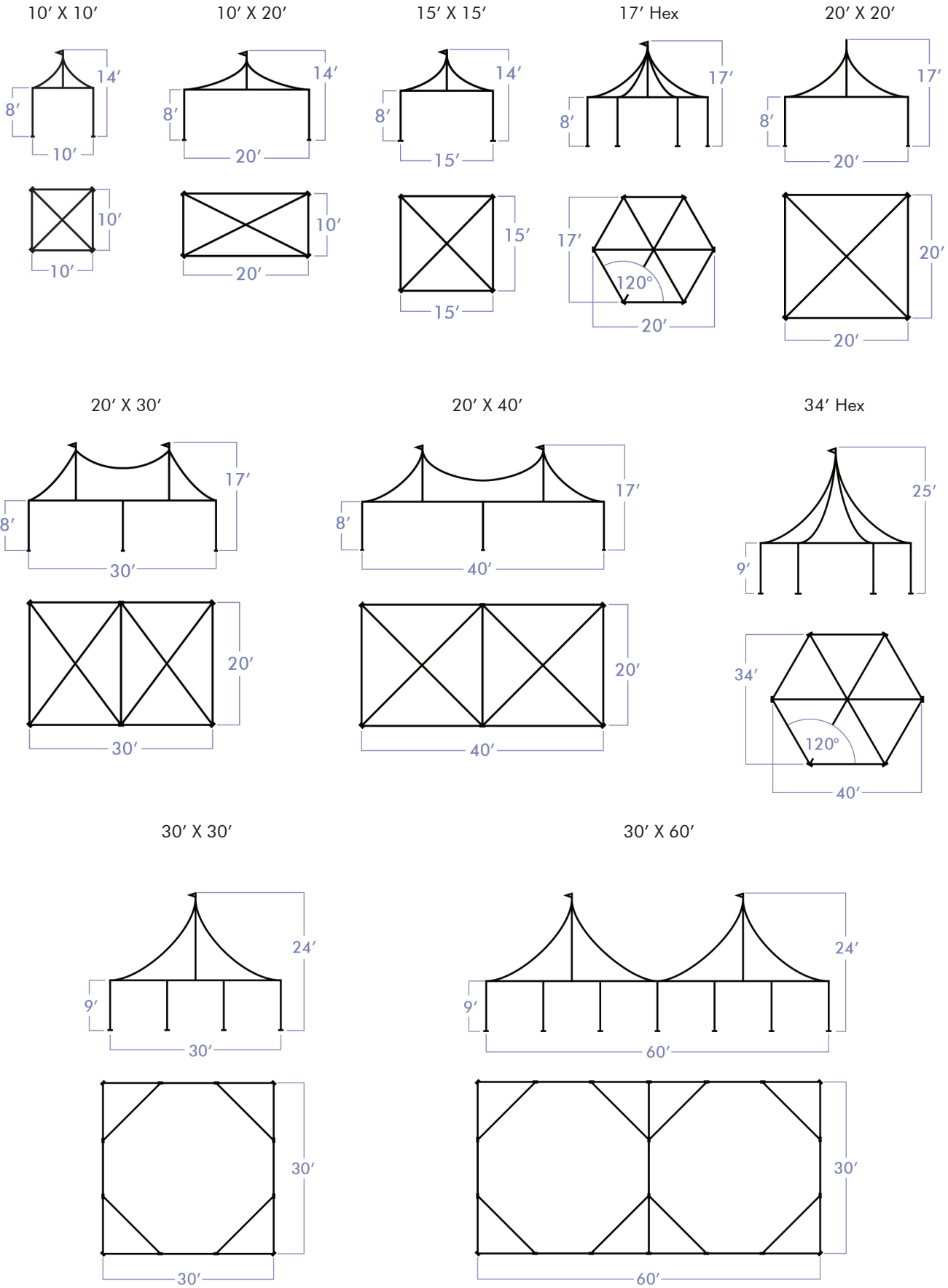


CLEARSPAN TENTS

Expands in width from 6 to 18 metres in 3M increments. Expands in length from 5 to 100 metres in 5M increments



FRAME TENTS



DELIVERY & SET UP

Frame, Pole and Clearspan tents require installation by our trained tent crew. The cost of the set up is included in tent pricing but there are additional charges for delivery and pick up. Delivery within Edmonton, Sherwood Park and St. Albert is a set rate and out-of-town deliveries are assessed based on distance to the location and amount of labour required to complete the job.

When scheduling the delivery and pick up of tents, make sure to plan for time to set up items inside the tent prior to your event. It is also important to allow extra time in case of unforeseen circumstances such as severe weather conditions. Special Event Rentals will monitor the weather forecast and contact you if weather conditions in your area may delay set up.

Tent crews wear personal protective equipment (PPE) and will perform a hazard assessment on site. They use flooring and tarps to keep tents clean and will do our best to not damage your lawn or property during installation. It is important to remember that tent installation sites, especially for Clearspan tents, are comparable to construction sites. Certain installs will require the use of large equipment and trucks.

Alberta One Call is required prior to all tent installations. This free call will ensure that no underground lines are hit during the installation. You can make your appointment with Alberta One Call by phone at 1-800-242-3447 or online at www.albertaonecall.com.

While certain tents can be set up in the winter, Special Event Rentals may delay installations and dismantle of all tents and structures in severe winter conditions. The set up area of the tent must be clear of snow for the installation of the tent.

After the tent has been installed, monitor the tent structures for various changes. These would include stakes pulling out of the ground, tent weights movings, loose poles, ropes or straps, etc. If you notice any of these occurring, contact Special Event Rentals immediately.



LIGHTING, LINERS & ACCESSORIES

Special Event Rentals carries an assortment of lighting options and accessories to enhance any event. The type of event, time of day and the atmosphere you are trying to create will determine the lighting and accessories you require.

Our basic lighting package for Pole tents is string lighting but you can upgrade to café lighting or chandeliers. With Frame tents and Clearspan tents, the basic package is LED lights that are directed towards the ceiling to illuminate the entire tent upgrades are available to help enhance your event.

Power will be required for all tent lighting. If your event site doesn't have power you will need to rent a generator. Make sure you take all your electricity requirements into account when choosing the size of generator to rent.

You can add doors to your tents to help control the climate within the tent. Emergency Exit lighting is also available if required for your event.

Tent liners will provide a wow factor for your event and transform your tent. Fabric liners are available for different styles and sizes of tents. Special Event Rentals can also provide custom ceiling and wall draping options. Please inquire for available options and pricing.



FLOORING

Whether you are looking to floor your entire tent or just a dance floor, Special Event Rentals has several options available. Some flooring options will follow the contour of the ground while others lock together to create a solid surface. We are able to construct an elevated, engineered floor to allow your event space to include terraces, uneven ground and steep slopes.

HEATING & COOLING

To go along with Alberta’s wide temperature range, we also carry a range of heating and cooling equipment for tents. We will work with you to determine what equipment you will require to keep your guests comfortable. Because our weather can be volatile, we suggest you confirm your heating and cooling requirements one week prior to your event so we can look at the forecast and help you adjust as required. It is important to remember that tents are uninsulated temporary structures. Doors can be added to your tent to assist in maintaining a comfortable environment.

Placed outside of the tent, the heaters are vented in and can be controlled with external thermostats. Tent heaters require a 110V power source and propane to operate. Depending on the size of heater, a 100lb propane tank will last approximately 4 to 10 hours. If you require heat for an extended period of time, we can have a large propane tank brought to site to eliminate the hassle of changing propane tanks.

For cooling, we have evaporative cooling units that will help cool your tent on hot summer days. The units are delivered empty and will need to be filled with water as required. They require a 110V power source.

ITEM	PRICE
80,000 BTU PROPANE HEATER	\$175.00
170,000 BTU PROPANE HEATER	\$250.00
350,000 BTU PROPANE HEATER	\$425.00
EVAPORATIVE C-100 COOLER	\$250.00
EVAPORATIVE C-350 COOLER	\$495.00



SERVICES

You can count on the team at Special Event Rentals to provide an extra level of service for your event.

We offer a complimentary site check for events in the Edmonton area during the planning stages of your event. This will allow us to measure the site and assess its suitability. We can also provide you with customized 2D drawings showing you possible layouts of your event.

We can provide engineer-stamped drawings and fire retardant certificates for all our tents. If required, we will also provide a Certificate of Insurance, proof of WCB and Safety Certificates.

Upon request, we can have tent installers present during your event to open or close side walls, monitor HVAC equipment and respond to weather events. We also offer a 24 hour emergency line to allow you to contact a Special Events Rentals representative at all times. Dial 780-435-2211, Extension 3.

SAFETY

Safety is a priority at Special Event Rentals and while our tent crews work hard to be safe while setting up and dismantling the tent, this extends to the time when the tent is installed and we are not on site.

Tents are temporary structures that can provide protection from moderate weather, but they are not designed to serve as shelters in severe conditions and should be evacuated in certain conditions. For example, even though Special Event Rental’s tents are manufactured with fire-resistant material and are certified to withstand high-wind loads, they are not designed to protect occupants in fire or severe wind storms.

We suggest you have a plan in place to help ensure your guests’ safety at all times.

Start by designating a point person or small group who will be responsible in case of an emergency. You will want to inspect the tent prior to the event because Special Event Rentals may not be on site after the installation is complete. Various conditions (e.g. heavy rain, vehicle hitting pole, etc.) may alter the installation, which in turn, affects the tent’s stability.

Have a plan in place and inform guests of steps to take in case of emergency. Designate a gathering point away from the tent to ensure all guests are accounted for and point out the various exits from the tent.

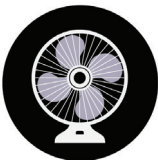
You should monitor the weather during the event. In case of extreme weather conditions, you may want to have your guests leave the tent for more secure shelter. The following conditions may warrant evacuation: rain falling so hard it comes off tent in sheets, heavy hail, tornado spotted in area, water is running through the tent, rain is accumulating on tent top, heavy wind causing branches to rip from trees, fire in vicinity of event.

If you made the decision to evacuate the tent, call Special Event Rentals immediately and do not enter until it is safe to do so. One of our staff will come on site to inspect the tent to ensure it is safe for your event to resume.

Please ask your sales representative if you would like more information regarding safety plans and procedures for your event.



CHECKLISTS



TENT ACCESSORIES

- ☐ Fabric Liner _____
- ☐ Pole Draping _____
- ☐ Heaters _____
- ☐ Fans _____
- ☐ Staging _____
- ☐ Washrooms _____



LINENS

- Colour _____
- Floor Length _____
- Lap Length _____
- ☐ Overlay _____
- ☐ Napkins _____



DANCE FLOOR

- Number of Guests _____ ÷ 2
= _____ x 5 sq ft = _____
- ☐ Subflooring Type _____
- ☐ Tile Type _____



DINNERWARE

- ☐ Dinner Plates _____
- ☐ Salad Plates _____
- ☐ Dessert Plates _____
- ☐ Soup Bowls _____
- ☐ Pasta Plates _____
- ☐ Salt & Pepper _____
- ☐ Cups & Saucers _____



GLASSWARE

- ☐ Water _____
- ☐ Wine Glasses _____
- ☐ Coffee & Tea _____



BAR SERVICE

- ☐ Bar _____
- ☐ Beer Glasses _____
- ☐ Wine Glasses _____
- ☐ Cocktail Glasses _____
- ☐ Champagne Flutes _____
- ☐ Beer Tub _____
- ☐ Ice _____
- ☐ Shot Glasses _____



DÉCOR

- ☐ Archway _____
- ☐ Aisle Runner _____
- ☐ Backdrop _____
- ☐ Centerpieces _____
- ☐ Candle Holders _____



TABLES

- ☐ Cocktail Tables _____
- ☐ Head Table _____
- ☐ Guest Tables _____
- ☐ Buffett Table _____
- ☐ Cake Table _____
- ☐ Guestbook Table _____
- ☐ DJ Table _____
- ☐ Bar Prep Table _____



LIGHTING

- ☐ Halogen _____
- ☐ Café _____
- ☐ Dimmer _____
- ☐ Uplighting _____



CHAIRS

- ☐ Folding Chairs _____
- ☐ Chiavari Chairs _____
- ☐ Specialty Chairs _____
- ☐ Chair Covers _____
- ☐ Chair Ties _____
- ☐ Soft Seating Furniture _____



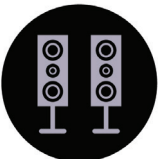
FLATWARE

- ☐ Dinner Knife _____
- ☐ Dinner Fork _____
- ☐ Salad Fork _____
- ☐ Dessert Fork _____
- ☐ Soup Spoon _____
- ☐ Steak Knife _____
- ☐ Teaspoon _____



FOOD SERVICE

- ☐ Chafing Dishes _____
- ☐ Coffee & Tea Urns _____
- ☐ Pitchers _____
- ☐ Cream & Sugar _____
- ☐ Serving Utensils _____
- ☐ Serving Trays _____
- ☐ Warming Ovens _____
- ☐ BBQs _____



AUDIO VISUAL

- ☐ Podium _____
- ☐ Sound System _____
- ☐ Screen & Projector _____



SERVICES

- ☐ Site Inspection _____
- ☐ CAD Drawing of Tent Floor Plan _____
- ☐ Setup & Take Down _____

