



# Event Rental Checklist

Use this convenient list of common rental items to help plan your event.

## TENT

Ideal size based on number of guests and activities under tent

- ☐ High Peak Frames
- ☐ Traditional Frame

## TENT ACCESSORIES

- ☐ Sidewalls (tent side panels, solid or windows)
- ☐ Propane Heater
- ☐ Fans
- ☐ Leg Drapes

## LIGHTING

- ☐ String Lights
- ☐ Bistro Lights
- ☐ Paper Lanterns
- ☐ Custom Lighting

## TABLES

- ☐ Banquet (4', 6' and 8' long)
- ☐ Round (3', 4', 5' and 6' round)
- ☐ Bistro/Cocktail (30" & 36" round)
- ☐ Whiskey Barrell Bar (8' long)
- ☐ Rustic Plank Bar (6' long)
- ☐ Bar Top
- ☐ Wooden Spool Table

## KID FUN

- ☐ Popcorn Machine
- ☐ Sno Cone Machine
- ☐ Other Concession Items
- ☐ Bounce Houses, Games & Slides

## DINNERWARE

- ☐ Dinner Plate (10 1/2")
- ☐ Salad/Dessert Plate
- ☐ Bread & Butter Plate (6 1/2")
- ☐ Coffee Cup and Saucer
- ☐ Coffee Mug
- ☐ Sugar Bowl & Creamer

## SILVERWARE

- ☐ Dinner Fork
- ☐ Dinner Knife
- ☐ Salad/Dessert Fork
- ☐ Butter Knife
- ☐ Bouillon/Soup Spoon
- ☐ Tea/Coffee Spoon
- ☐ Steak Knife
- ☐ Serving Spoon

## GLASSWARE

- ☐ Water Goblet (11 oz.)
- ☐ Wine (8 1/2 oz.)
- ☐ Champagne Flute (5 oz.)
- ☐ Highball/Beverage (12 1/2 oz.)
- ☐ Martini (5 oz.)
- ☐ Pilsner/Beer (12 oz.)
- ☐ Old Fashioned (10 1/2 oz.)
- ☐ Mason Jar

## CHAIRS

- ☐ Plastic Folding (white or black standard)
- ☐ Garden (white or black resin frame with padded seat)
- ☐ Fruitwood Padded Bottom
- ☐ Bar Stools
- ☐ Wood Farm Bench (3' long)

## LINENS

- ☐ Table cloths (round, square & rectangle available)
- ☐ Napkins
- ☐ Overlays
- ☐ Sashes/Bows
- ☐ Table Skirting

## FOOD SERVICE

- ☐ Chafing Dish
- ☐ Serving Platters & Bowls
- ☐ Coffee Maker (100 cup)
- ☐ Coffee/Hot Water Dispenser
- ☐ Gas Grill
- ☐ Food Warmers
- ☐ Bread (Speed) Racks
- ☐ Trash Can
- ☐ Trash Can Covers

## OTHER ITEMS

- ☐ Generator
- ☐ Portable Sound System
- ☐ Dance Floor
- ☐ Stage
- ☐ Stage Skirting
- ☐ Stage Truss System
- ☐ Pipe & Drape