

Cavender Tent Rental

Event Planning Form

General Information

Type of Event

Party/Banquet/ Special occasion Public/ Private Organization Wedding

If a wedding will the tent be for Ceremony Reception Both

What time of day will it be? _____ Lighting needed? _____

How many guests are expected? _____ Is this lower than # guests invited? _____

Customer Name _____

Mailing Address _____

Directions to tent site (address if different from mailing) _____

Guest Accommodations

How will your guests be accommodated (will everyone be seated at once ; will some be seated & some standing) ? _____

Do you need a bridal party table ? _____ For how many ? _____

Style of this table (straight; round(s) ; U shaped) ? _____

Qty & size of tables needed (we can assist with this) _____

Tables

| | | | |
|------------|---------------------|---------------------|-------------|
| | 60" Rds (seat 8-10) | 8' Rect (seat 8-10) | Other _____ |
| How many ? | _____ | _____ | _____ |

Round tables allow the guests to converse with each other easily. They also generally allow for a nice disbursement of seating and guest flow.

Rectangular tables may allow a customer to provide more seating in given area than can be accomplished with round tables. A person seating at a rectangular table can only easily converse with the three people seated opposite them.

Chairs

Black metal White metal White Wood White plastic
Comfort Back Comfort Back Padded Stackable
How many ? _____ _____ _____ _____

Entertainment

Will you need a dance floor ? _____ Size _____
(an average size dance floor is considered to be at least 2 sq. ft. per guest plan on 30% of your total # of guests dancing)

Will there be a band or disc jockey ? _____

If a band, will they need a stage ? _____ Size _____
(we recommend checking with the band)

If a disc jockey , will you need to rent a table ? _____ Qty/Size _____

Food & Beverage

Catered or on your own ? _____ If catered, by who ? _____

How will the food be presented (buffet dinner, sit down dinner, food stations) _____

What size & quantity of tables will be needed for this
(we can assist with this - many times this information may not be known at the initial stages of planning an event)

How will the beverages be served ? _____

Do you need to rent any tables or bars for this ? _____ Size/Qty: _____

Will you need a table for the cake ? _____ Size _____

Tents & Canopies

Size - Style - Qty (we will assist with this) _____

A tent to cover porta toilets ? _____ A tent for the caterer ? _____

What type of sidewalls (white, clear , none) ? _____

Sidewalls usage depends upon the time of year, time of day, primary usage, and the weather on the day of the event. We will assist you with this.

Electrical Needs

Some events will need electricity for lighting a tent, heating or cooling a tent, for the disc jockey or band, and for the caterer. The customer should check with each supplier for their electrical needs to see if the site has an adequate supply within a reasonable distance of the needs . If it does not then a generator(s) will be required.

Misc Items

Tables needed for gifts, guest book, seating cards ? _____

Tent Heaters Fans Generators

Related Items

Will you need any other items such as china, glasses, flatware, linens , arches ? _____

Description

Qty

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Special Instructions
