

CLIENT NAME: _____ REQUEST DATE(s): _____ to _____ in Year 20__

VENUE ADDRESS: _____ CITY/TOWN: _____

PHONE NUMBER: (____) ____-____ EMAIL: _____@_____

GUEST SIZE EXPECTED: ____ HEAD TABLE: Y / N if Yes then how many @ head table: ____

RENTER'S REQUESTED ITEMS: please indicate your wanted quantities in the "___" spot, circle options wanted in the <> spots

A} TENT:

(1) ___ w X ___ l Style: White top / Clear top / Pop-Up
 Sidewalls: Windows / Clear / Solid / None
 Securing: Stakes ___ Weights___ <additional charge>

(2) ___ w X ___ l Style: White top / Clear top / Pop-Up
 Sidewalls: Windows / Clear / Solid / None
 Securing: Stakes ___ Weights___ <additional charge>

B} FLOOR: * We will NOT install over mud or dirt

(1) Dance Floor, 3x3 sections Size: ___ x ___ <Warm Oak / White Slate / Black Slate> *circle color wanted
 (2) Ultra-deck event floor Size: ___ x ___ Color: grey perforated PVC 12"x 24"-1.25"t piece
 (3) Sur-lok event floor Size: ___ x ___ Color: black ABS 4'x4 '-3"t piece

C} LIGHTS: <DTE will always install all lighting systems>

(1) ___ Bistro String Lighting (5) ___ Rustic Chandelier plain - no crystal
 (2) ___ Fairy String Lighting (6) ___ Rustic Chandelier with crystals
 (3) ___ C7 LED String Lighting (7) ___ White Candelabra Chandelier with crystals
 (4) ___ RGB LED Up-Lighting (8) ___ Crystal Chandelier * no bulb

D} TABLES: <DTE to Set-Up &/or Strike: Y / N> * please circle setup or no set up choice

(1) ___ Farm (9'L x 40"w) (5) ___ 30" Cocktail in heights of ___ 30"h ___ 42"h
 (2) ___ 8'L Banquet <30"w> (6) ___ 48" Round
 (3) ___ 6'L Banquet <30"w> (7) ___ 60" Round
 (4) ___ 4'L Banquet <24"w> (8) ___ Serpentine (8b) ___ Bar Top option for serpentine table

E} CHAIRS: <DTE to Set-Up &/or Strike: Y / N> * please circle setup or no set up choice

(1) ___ White Padded Folding Resin (4) ___ Chiavari <gold / white> Cushions <Ivory / Black / _____>
 (2) ___ Plastic Folding <White / Black> (5) ___ X-Back <espresso> Cushions <Beige / None / _____>
 (3) ___ White Inflatable Oversized Chair (6) ___ White Leather look Love Seat (7) ___ White Coffee Table

F} STAGE / RISER: <DTE will always install all staging/riser systems>

(1) Head Table Riser ___'w X ___'l - 18"h
 (2) Band Stage ___'w X ___'l - ___" h

G} FABRIC DECORE:

(1) ___ Ceiling Swag Style: <Beam / Fan> Color: white or _____<additional charge>
 (2) ___ Back Drop Color: _____ Valence: _____ Rear Lighting: Y/N

H) ACCESSORIES * please circle any options placed in <>

- (1) ___ Bar < Basic 60" black / Pro LED 62" - avail in colors: white or wood>
- (2) ___ Podium < truss / rustic >
- (3) ___ Wine Barrel + ___ Cocktail Top
- (4) ___ White Picket Fence, 6'length
- (5) ___ Video 3k Projector & 7' Tripod Video Screen & HDMI 10' cable
- (6) ___ Basic Audio System includes a small mixer, 1/8" TRS cable and a wireless handheld mic /w stand
- (7) ___ Battery Powered Speaker Cabinet /w USB, SD Card, Bluetooth, FM radio, & internal wireless hand held mic
- (8) ___ Evaporative Chiller <small - covers 950ft2 / large - covers 4200ft2 >
- (9) ___ Tent Heater <direct fire - propane / in-direct fire - diesel>
- (10) ___ Basic Tent Fan
- (11) ___ Inverter Power Generator <power required ___w>
- (12) ___ Patio Poles & Bases for hanging bistro lights outside, poles are approximately 10'h