

EVENT RENTAL CHECKLIST

TABLES

QUANTITY:

_____ 6ft Banquet
_____ 8ft Banquet
_____ 3ft Round Sitdown
_____ 4ft Round Sitdown
_____ 5ft Round Sitdown
_____ 6ft Round Sitdown
_____ 2ft Standing Cocktail
_____ 3ft Standing Cocktail
_____ Other _____
_____ Other _____

CHAIRS

QUANTITY, TYPE, AND COLOR:

_____ Samsonite _____
_____ Padded Resin _____
_____ Natural Wood Stain _____
_____ Ballroom Stack _____
_____ Chiavari _____
_____ Chair Cushion _____
_____ Chair Covers _____
_____ Chair Sash _____
_____ Other _____
_____ Other _____

FLATWARE

TYPE:

_____ Chateau Stainless Ornate
_____ Croydon Silver Plated
_____ Alissa Gold Plated
_____ Prim Silver Plated

QUANTITY:

_____ Dinner Fork
_____ Salad Fork
_____ Dinner Knife
_____ Butter Knife
_____ Soup Spoon
_____ Teaspoon

CHINA

TYPE:

_____ Castle
_____ Gold Band
_____ Syracuse
_____ Silver Band
_____ Square
_____ Morocco
_____ Majestic Gold

QUANTITY:

_____ Dinner Plate
_____ Salad Plate
_____ Bread and Butter Plate
_____ Desert Plate
_____ Coffee Cup

_____ Coffee Saucer
_____ Other _____
_____ Other _____

LINEN

TYPE:

_____ Poly
_____ Imperial Stripe
_____ Somerset
_____ Pintuck
_____ Irredescent Crush
_____ Other _____
_____ Other _____
_____ Other _____

GLASSWARE

PATTERN TYPE:

_____ Standard
_____ Anchor
_____ Pink
_____ Black
_____ Arco Crystal Cut
_____ Preludio Crystal Cut
_____ Angelic Swirl

QUANTITY:

_____ Water Glasses
_____ Wine Glasses
_____ Champagne Glasses
_____ Other _____
_____ Other _____
_____ Other _____
_____ Other _____

QUANTITY, SIZE AND COLOR:

_____ 90 Rd _____
_____ 108 Rd _____
_____ 120 Rd _____
_____ 132 Rd _____
_____ 54 x 120 _____
_____ 54 x 54 _____
_____ 72 x 72 _____
_____ 90 x 132 _____
_____ 90 x 156 _____
_____ Napkins _____
_____ Other _____
_____ Other _____

SERVICE EQUIPMENT

QUANTITY:

_____ Chafer Round
_____ Chafer Oblong
_____ Hotel Pan Full
_____ Hotel Pan Half
_____ Sternos
_____ Serving Spoon
_____ Serving Fork
_____ Serving Spatula
_____ Cake Knife
_____ Silver Trays Round
_____ Silver Trays Rectangle
_____ Waiter Tray 27" Oval
_____ Tray Jack
_____ Gravy Boats
_____ Salt and Pepper
_____ Creamer
_____ Sugar
_____ Bread Basket
_____ Table Stand Numbers
_____ Bus Tub
_____ Plastic Water Pitcher
_____ Thermal Coffee Server
_____ Coffee Perculator
_____ Coffee Urn
_____ Cambro
_____ Thermal Beverage Dispenser
_____ Ice Cooler
_____ Electric Hot Box
_____ Heat Lamp
_____ Cutting board and Knife
_____ Champagne Bucket and Stand
_____ Coat Rack
_____ Other _____
_____ Other _____
_____ Other _____
_____ Other _____