



## A Classic Party Rental Tent Checklist

In order to ease the rental process and to give you a better estimate, A Classic Party Rental requests the following information. Please answer as many questions as possible. Thank you and we look forward to helping you create a successful event!

Fill out this form then email [tents@aclassicpartyrental.com](mailto:tents@aclassicpartyrental.com) for a tent rental quote.

### Contact Information:

Name

Company/Organization Name

Billing Address

Cell Phone Number  Office Phone Number

Email

Onsite Contact Name  Onsite Contact Phone Number(s)

### Event Information:

In order to estimate the size tent you will need, we need to know your vision and exactly what you anticipate under the tent.

What is the date of the event?

What is the address of where the tent will be installed?

Residential or commercial property?

Where exactly will the tent be set up on site? Ex. In the backyard, South of home

What is the type of event (wedding, graduation, etc.)?

How many guests are you expecting to attend your event?

What is the estimated number of guests that you want seated under the tent?

Will there be a bar or drink stations?  Yes  No If so, how many?

Will there be a buffet?  Yes  No If so, how many tables?

Will there be a dj or band?  Yes  No

Will there be other items under the tent?  Yes, please explain   No

### Tent Details:

Will the tent be installed on grass or asphalt?

If asphalt, can we stake into the asphalt?  Yes  No

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