



## Tent Rental Checklist

In order to ease the rental process and to give you a better estimate, it will be helpful to have as much information as possible. Fill out this form and email [sales@aclassicpartyrental.com](mailto:sales@aclassicpartyrental.com) for a tent rental quote. Without the event information, A Classic will not be able to properly estimate the size tent you will need.

### Contact Information:

1. Name –
2. Billing Address-
3. Phone Number-
4. Onsite Contact Phone Number(s) -
5. Email-

### Event Information:

6. What is the date of the event?
7. What is the address of where the tent will be located?
8. Where exactly will the tent be set up on site? (N,S,E,W, in location to X) Ex. Backyard, South of home)
9. What is the type of event (wedding, graduation, etc.)?
10. What is the estimated number of guests that will be seated under the tent?
11. Will the guest all need to be seated?
12. Will there be a bar or drink stations? If so, how many?
13. Will there be a buffet? If so, how many tables?
14. Will there be other items under the tent?

### Tent Details:

15. Will the tent be placed on grass or asphalt?
16. Do you have a sprinkler, septic system, invisible fence, or trees that will obstruct the height of the tent?
17. Please give the county, township, and 2 major crossroads of where the tent will be installed. This is for a mandatory underground utility locate. A Classic will process all paperwork, but is not responsible for actual locate.