



RENTAL CHECKLIST

TENT STYLE

- ☐ Canopy Tent
- ☐ Frame Tent
- ☐ Pole Tent
- ☐ Clearspan Tent

LIGHTING

- ☐ String Lights
- ☐ Uplighting
- ☐ Chandeliers
- ☐ Extension Cords

CHAIRS

- ☐ Plastic Folding Chairs
- ☐ Resin Folding Chairs
- ☐ Chiavari Chairs
- ☐ Specialty Chairs
- ☐ Chair Covers
- ☐ Chair Cushions
- ☐ Chair Ties
- ☐ Soft Seating Furniture

DINNERWARE

- ☐ Dinner Plates
- ☐ Salad Plates
- ☐ Dessert Plates
- ☐ Soup Bowls
- ☐ Salt & Pepper
- ☐ Cups & Saucers

FLATWARE

- ☐ Dinner Knife
- ☐ Dinner Fork
- ☐ Salad Fork
- ☐ Dessert Fork
- ☐ Soup Spoon
- ☐ Teaspoon
- ☐ Steak Knife

TABLES

- ☐ Head Table
- ☐ Guest Tables
 - ☐ Round
 - ☐ Rectangle
- ☐ Buffet Table
- ☐ Cake Table
- ☐ Guestbook Table
- ☐ Ceremony Signing Table
- ☐ Dj Table

DANCE FLOOR

Number of Guests x 50%
= _____ x 4 sq ft = _____

GLASSWARE

- ☐ Water
- ☐ Wine Glasses
- ☐ Champagne Flutes
- ☐ Coffee & Tea





RENTAL CHECKLIST

LINENS

- ☐ Table Linens
 - ☐ Round
 - ☐ Rectangle
- ☐ Linen Length
 - ☐ Mid-way
 - ☐ Floor Length
- ☐ Overlay
- ☐ Runner
- ☐ Napkins

DECOR ITEMS

- ☐ Archway
- ☐ Aisle Runner
- ☐ Easel
- ☐ Backdrop / Photo Area
- ☐ Centerpieces
- ☐ Candle Holders
- ☐ Votives

BAR SERVICE

- ☐ Bar
- ☐ Beer Glasses
- ☐ Wine Glasses
- ☐ Cocktail Glasses
- ☐ Shot Glasses
- ☐ Champagne Flutes
- ☐ Beer Tub
- ☐ Ice Bucker

SERVICES

- ☐ Site Inspection
- ☐ CAD Tent / Venue Drawing
- ☐ Delivery & Pick-up
- ☐ Set Up & Take Down

FOOD SERVICE

- ☐ Coffee and Tea Urns
- ☐ Water / Beer Pitchers
- ☐ Cream & Sugar
- ☐ Serving Utensils
- ☐ Serving Trays
- ☐ Chafing Dishes
- ☐ BBQ
- ☐ Trash Cans
- ☐ Recycling Bins

AUDIO VISUAL

- ☐ Podium
- ☐ Sound System
- ☐ Microphone
- ☐ Projector
- ☐ Projector Screen

Special Event Rentals - Edmonton

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NOTES:

