

RENTAL INFO SHEET

This sheet will allow us to assist you better in your decisions regarding your tent rental. Please read carefully and fill form out accordingly.

1) Please provide your name, phone numbers, and e-mail so that we may contact you.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

Fax? _____

E-Mail _____

2) What is your date of your event?

3) Where will your event be taking place?

4) How many people will be attending your event?

4a) Will you need a tent? Yes _____ No _____

5) Do you need Tables and Chairs?

Hint: 8' Banquet Tables and 60" Round Tables both seat 8. Just divide your expected number of guests by 8 to get your table count.

60" Round Tables _____
Rectangle Tables 6ft _____ 8ft _____
Portable Bar _____

Chairs

Black Folding _____
White Folding _____
White Padded _____

6) If using a Head-Table how many will be at it.

7) Will there be entertainment, such as DJ, Band, etc..?

8) Will there be a need for a dance floor? If yes, please provide a description of the surface it will be laying on. (Grass, pavement, ect...)

9) Will there be a need for a catering tent?

10) Would you like MasterPiece Rentals to provide catering services?

11) Will you need Tableware and Glassware?

Dinner Plate _____

Salad Plate _____

Bread Plate _____

Cake Plate _____

Water Glass _____

Wine Glass _____

Champagne _____

Dinner Fork _____

Salad Fork _____

Cake Fork _____

Dinner Knife _____

Steak Knife _____

Teaspoon _____

12) Will you need?

Linens _____

Skirting _____

Napkins _____

If yes, please provide colors you will be using.

13) Will you be needing a Restroom Trailer?

Thank you for choosing MasterPiece Rentals for all your party needs!! If you have any questions feel free to call us at 304-637-2789. You can also check us out on the web at www.masterpiecetents.com.

