

Wedding/Special Event Rental Questionnaire

Please print out, complete and bring in with you at the time of your scheduled appointment.

Form can also be faxed to 618-277-7859 or mailed to: Grand Rental Station 5612 N. Illinois Street, Fairview Heights, IL 62208

Any omissions in questionnaire will affect price. Quote is based on information provided; some quotes may take up to 10 days. To schedule an appointment, please call 618-277-7750 ext. 2

Today's Date: _____ Bride's Name: _____

Bride's Phone Number: _____ Email Address: _____

Event Date: _____ Name of property owner: _____

Property Owner's Phone Number: _____ Animals on site: Yes / No

Site Contact's Name: _____ Phone Number: _____

Delivery Site Address: _____

City: _____ Zip Code: _____ Installed on grass or asphalt? _____

Are there any overhead wires or trees that might interfere with tent installation? _____ If so, please explain: _____

Number of guest expected to seat? _____ or number of guests for cathedral seating: _____

Round or banquet tables for guest seating: _____ What size? _____

Head table to seat how many? _____ Any special arrangements? _____

Gift table? Yes / No How many and what size? _____ Cake table? Yes / No What size? _____

Buffet table? Yes / No What is the buffet layout? _____

Bar or drink table? Yes / No How many and what size? _____ DJ table? Yes / No What size? _____

16x16 Dance Floor? Yes / No Is lighting needing for event? Yes / No Heating? Yes/No Fans? Yes / No

How close is the power supply? _____

Are side walls needed? Yes / No Cathedral or solid walls? _____ How are the walls going to be set up? _____

Are leg drapes needed? Yes / No Does customer need labor to set up tables? Yes / No Labor to set up chairs? Yes / No

Was a tent inspection set up? Yes / No

Additional
comments: _____

Questionnaire completed by: _____