

Wedding/Special Event Tent Rental Questionnaire

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

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

Today's Date: _____ Event Date: _____

Bride's Name: _____ Bride's Phone Number: _____

Bride's Email Address: _____ Budget amount for event rental: _____

Delivery Address:

Name of property owner: _____ Phone Number: _____

Street Address: _____

City: _____ Zip Code: _____

Site information

Are there any overhead wires or trees that might interfere with tent installation?..... Yes / No

If YES, please explain: _____

Animals on site:..... Yes / No Installed on (circle one): grass / asphalt

Site Contact's Name: _____ Phone Number: _____

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

5' Round or 8' banquet tables for guest seating: _____ 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

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: _____

Date submitted to tent department: _____