**Prepare for your appointment with our Event Rental Specialist**

Contact Information Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Information Event Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Are you requesting customer pickup and return? YES NO

Pickup Friday between 8:30 AM and 1 PM, and items must be returned Monday between 8:30 AM and 1 PM. A full-size truck or an enclosed trailer is required.

• What is the delivery address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Minimum delivery fee is $90.00* and is determined based on mileage to the delivery address

• How many guests are you expecting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you need seating for all the guests, or do you prefer cocktail tables? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 • Do you require specific set-up and/or tear down? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tent Rental Information**

• What size tent do you need? \*(Tent Sizing Charts can be found on our website.) \_\_\_\_\_\_\_\_\_\_\_\_\_

• Will the tent be going on commercial property? (If so, a tent permit may be required) YES NO

• Will the tent be staked into grass, staked into asphalt, or anchored into concrete? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Additional 10’ is required for pole tents, and 5’ is necessary for frame tents to stake. If staking the tent is not an option, we will need to use concrete blocks, and a frame tent is required*.

• Where will the tent be placed on the property? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *A description and/or a map for tent placement is needed.*

• Depending on the time of year, will you need a heater or a fan? YES NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you want to add solid or window sidewalls to the tent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Would you like lighting to be added to the tent? YES NO (Draping or Perimeter)

• Is there a septic or irrigation system? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• List everything you would like to go under the tent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tables and Chairs**

• Do you prefer a banquet, a round, or a combination of both table styles? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The table seating chart can be found on our website.

• List of other tables you will need \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Think about your cake table, gifts, buffet, DJ, head table, sweetheart table, etc.

• Do you need cocktail tables? (Popular for guests to walk around and mingle)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• What type of chair style do you prefer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you need one or two sets of chairs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you need our crew to set up and/or tear down the tables and/or chairs? YES NO

Set-up: $1 per chair/$2 per table | Tear Down: $1 per chair/$2 per table

• Quantity of tables needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quantity of chairs needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Linens and Kwik-Covers**

• Do you prefer linens, Kwik-Covers or a combination of both? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• What color(s) do you like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• For tablecloths, do you prefer the linens to be floor length or go to the lap? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you need sashes, runners or napkins? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Preparation and Concession Equipment

• Do you need china, flatware, or stemware? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you need any coolers, chafing dishes and/or a bar? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Do you need concession equipment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• List of other equipment needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Questions

• Does there need to be another contact listed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Is there anything on our website you did not see but you need to rent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• List of questions to ask \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check List for Reserving Your Rental**

ο Signed Quote

ο Credit Card Form (must be on file regardless of how you choose to pay)

ο Temporary Structures Addendum (tent rental only)

ο 50% non-refundable deposit or full balance to be paid if event date is within 14 days

**Policies and Delivery Information**

• Once you are within 30 days of your event, you will not receive a refund if you reduce or cancel.

• You can add to an existing order, as long as the items are available, until the trucks are loaded, which is typically the Monday before your event.

• Final order for linens must be placed at least two weeks before your event.

• Full balance is due 14 days before the event date. If you are paying by Check, it must be received by the office 14 days before the delivery or customer pickup date.

• See Rental Agreement and Temporary Structures Addendum for additional information.

• Delivery is on Wednesday, Thursday, or Friday, and our team will return the following Monday or Tuesday for all weekend events.

• Specific delivery and/or pickup requests must be made at the time of reservation.

**Post Event**

• Tables and Chairs are NOT set up or broken down by FYO staff unless prearranged. All Tables and Chairs are to be down, stacked, and placed in the front of the home/venue for pick up after use. A $25 restacking fee will be charged per chair cart if the chairs are NOT appropriately stacked.
If the client fails to break down the tables and chairs after their event, a breakdown fee of $4.00 per table and $2.00 per chair will be added to the customer's invoice.

• Count all linens before placing them in the bag. Return all linen hangers. You will be charged $3.00 per missing hanger

• If you will not be home at pickup, contact 252-492-9800 to inform our team where the items will be.

• Make sure all equipment is clean and returned in the same condition, or you will be charged accordingly