



## Tent Rental Checklist and Guide

In order to ease the rental process and to give you a better estimate, it will be helpful to have as much information as possible. Fill out this form and email [sales@aclassicpartyrental.com](mailto:sales@aclassicpartyrental.com) for a tent rental quote.

### Contact Information:

1. Name –
2. Address-
3. Phone Number-
4. Email-

### Event Information:

5. What is the date of the event?
6. What is the address of where the tent will be located?
7. What is the type of event (wedding, graduation, etc.)?
8. What is the estimated number of guests that will be under the tent?
9. Will the guest all need to be seated?
10. Will there be a bar or drink stations? If so, how many?
11. Will there be a buffet? If so, how many tables?
12. Will there be other items under the tent?

### Tent Details:

13. Will the tent be placed on grass or asphalt?
14. Do you have a sprinkler, septic system, invisible fence, or trees that will obstruct the height of the tent?
15. Please give the county, township, and 2 major crossroads of where the tent will be placed.

### **Will you need...**

- Chairs
- Tables
- Linens
- China
- Flatware
- Glassware
- Side walls
- Air conditioning
- Heating
- Band Stage or area
- Dance Floor
- Other:

Pole or frame tent, what is the difference? And, what works best?

## **Frame Tents**

The framework is made of aluminum or steel pipes that support the fabric roof. This special fabric does not require stakes to keep the proper tension, allowing flexibility in the placement of each tent. For example, frame tents may be set up closer to buildings, homes, or other structures because of their frame structure.

Some *advantages* of using a frame tent include: 1) there is more visibility inside the tent because there are not center poles, 2) there is more flexibility with the lay-out and floor plan, and 3) they are aesthetically more pleasing.

However, there are few *disadvantages*: 1) frame tents can be more expensive because they are labor intensive and 2) the largest width is 40 feet.

## **Pole Tents**

Pole tents use center poles to support the tent fabric and all the tension is held by the stakes. The poles must be positioned correctly and staked up to 3 feet into the ground in order to be safe.

Some advantages of pole tents include: 1) they more economical, 2) they provide the most space for lowest cost, 3) if you want a width more than 40 feet, and 4) if you want a more casual atmosphere.

The only disadvantages include: 1) pole tents require more space for the same size tent because the stakes and 2) guest vision can be obstructed by the poles.

## **Additional Tent Information**

### **Side Walls**

Side walls are an option for any style tent. We offer solid and French window side walls, which can be mixed to achieve the intended result. You can cover as many sides as you feel necessary and they can be added on closer to your event date; however, the sides are based on availability. Sidewalls can help absorb noise and keep out unwanted weather.

Solid Side Walls - \$10.00 per 20 ft.

French Window Side Walls - \$20.00 per 20 ft.

### **Heating/Air Conditioning**

Heating and air conditioning elements may be necessary at anytime of the year. A Classic will contact the appropriate vendor and explain the additional costs to you. Tent heater and air conditioning units use propane and will therefore require electricity.

### **Under Ground Utilities**

By law, it is the owner's responsibility to call the Indiana Underground Plant Protection Service (IUPPS); however, A Classic will contact IUPPS to mark all underground utility lines (sewer, water, & cable) for your convenience. In addition, the renter is responsible for clearly marking any sprinkler or septic system, invisible fence, or any other items that the IUPPS may not be aware of or be required to mark.

### **Site Visits**

If a site visit is necessary, A Classic will examine the site entry and exit, as large trucks and equipment will enter and exit through your property. Any obstructions, such as overhead hanging branches, power lines, cables, or structures, unsuitable ground conditions, such as soiled or unlevelled land, will also be examined at that time. In addition, A Classic will properly measure your area to ensure you have enough suitable space to safely install a tent on your property. Our tent experts and technicians can handle almost any problem; leave it up to us to answer all your questions!

## Sizing Guide

Tent sizing can be complicated, as every item under the tent needs to be accounted for, in order to estimate the correct size tent. As a very general guide, below is a list of how many tables will fit under a few of our most popular tents.

### Frame Tents

Tent Size	# of Tables	Price
20 x 20	4	\$240.00
20 x 30	6	\$340.00
20 x 40	8	\$440.00
30 x 30	9	\$490.00

### Pole Tents

Tent Size	# of Tables	Price
30 x 30	8	\$300.00
30 x 45	11	\$415.00
30 x 60	15	\$530.00
40 x 40	15	\$480.00