

EVENT RENTAL CHECKLIST (page 1 of 2)

Furniture & Furniture Accessories

- Chairs
- Hi-Chair/Booster Seat
- Seat Cushions
- Tables
- Table Cloths
- Table Drape Cloths
- Table Skirts
- Table Runners
- Bars
- Bar Stools
- Bar Skirts
- Lounges
- Lounge Cover
- End Tables
- Pillows
- Umbrella
- Umbrella Base

Dinnerware

- China (plates, bowls, cups and saucers)
- Flatware (spoons, forks and knives)
- Steak Knives
- Glasses
- Chargers
- Napkins

Serving and Buffet Service

- Coffee Maker
- Coffee Urn
- Coffee Creamer Pourer
- Coffee Sugar Bowl
- Punch Bowl w/ Ladle
- Chafer(s)
- Carving Board
- Serving Spoons and Forks
- Serving Tongs
- Serving Platters and Trays
- Cake Knife and Server
- Cake Stand
- Champagne/Wine bucket(s)
- Martini Shaker and Bar Tools
- Buffet Riser
- Ice Scoop
- Water Pitchers
- Wine Carafe
- Bread Basket
- Olive Oil Bottle
- Gravy Boat
- Salt & Pepper Set
- Ash Trays
- Table Numbers

Catering Appliances and Supplies

- Refrigerator
- Freezer
- BBQ Grill
- Saute Pots and Pans
- Stove
- Convection Oven
- Blender
- Carving Lamp
- Ice Cooler
- Bakers Rack
- Transit Trays
- Electric Transit Cabinet
- Scullery Table
- Portable Toilets
- Portable Sink
- Bus Tubs
- Wash Tubs
- Trash Cans
- Velon Wrap for Trash Cans
- Lottery Drum

Audio and Visual Components

- Amplifier
- Cassette/CD Player
- Channel Mixers
- Desktop Computers
- DVD Players
- Fastfold Screens
- Headsets
- LCD Projector
- Megaphone
- Microphone/Wireless Mics
- Microphone Stand
- Molt Box
- Plasma Screen
- Podium
- Projector Screen
- Speakers with Cable, Stand and Cover
- Walkie-Talkies



EVENT RENTAL CHECKLIST (page 2 of 2)

Tenting

- Structure
- Canopy
- Tent Liner
- Tent Sidewall
- Fire Extinguisher
- No Smoking Signs
- Exit Signs

Staging and Flooring

- Platform
- Steps
- Stage Skirting
- Dance Floor
- Carpet/Astroturf
- Barricade Fencing
- Guard Rails
- Pool Decking
- Pool Cover

Electrical Equipment

- Generator
- Socapex Cables
- 50 Amp Pig Tail
- 50 Amp Temporary Power Cable (various lengths)
- Electrical Panel
- Electrical Temp Power Boxes
- Twist Plug for Temp Box
- Single or 3 Phase Power boxes
- 3 Phase Electric Box with 50 Amp Plug
- 400 Amp Lunch Boxes
- Cable Extensions
- Extension Cords
- 5-Slot Cable Covers
- Cable Matting

Heating and Cooling

- Solar Flo Heater
- Heater Covers
- Solar Flo Velon Wrap
- Forced Air Heater
- Box-style Fans with Stand
- Free Standing Fans
- Air Conditioning
- Lava Heaters

Miscellaneous

- Easels
- Garment rack
- Hangers
- Aisle Standard Pole with Base
- Velvet Ropes and/or Chains
- Aisle Runners

Decor

- Candelabra
- Mirror ball
- Trellis
- Archway
- Greenery
- Guest Book Stand
- Freestanding Mirror

Lighting Options

- Event Lighting
- Light Fixtures (chandeliers, lanterns etc.)

Pipe/Drape and Swagging

- Pipe and Drape Options
- Swagging Options

