

EVENT RENTAL Checklist

Use this convenient list of common rental items to help plan your event.

Tent

Ideal size based on number of guests and activities under tent.

- High Peak Pole
- Traditional Frame
- Clear Top Frame
- Sailcloth

Tent Accessories

- Sidewalls (tent side panels)
- Propane Heater
- Fans
- Dance Floor
- Flooring
- Stage

Lighting

- String Lights
- Bistro Lights
- Paper Lanterns
- Up Lighting
- Custom lighting, e.g. onion lamps, chandeliers

Tables

- Banquet (4', 6' and 8' long)
- Farm (distressed wood, 104" long)
- Sweetheart (42" square or 3' round)
- Round (3', 4', 5' and 6' round)
- Square (5' standard & 42" farm)
- Bistro / Pub (24" round & 42" square farm)
- Serpentine (5' x 30" ideal for buffet or bar)
- Fill & Chill Table (6' long)
- Whiskey Barrel Bar (8' long)
- Rustic Plank Bar (6' long)

Dinnerware

- Dinner plate (10 ½")
- Salad/Dessert plate (7 ½")
- Bread & Butter Plate (6 ½")
- Dessert Bowl 15 oz
- Soup Bowl 10 oz
- Coffee Cup & Saucer
- Coffee Mug
- Sugar Bowl & Creamer
- Ramekin Butter Bowl

Silverware

- Dinner Fork
- Dinner Knife
- Salad/Dessert Fork
- Butter Knife
- Bouillon/Soup Spoon
- Tea/Coffee Spoon
- Steak Knife
- Serving Spoon

Glassware

- Water goblet (11 oz)
- Wine (13 oz or 8 ½ oz)
- Champagne Flute (6 oz)
- Highball/Beverage (12 ½ oz)
- Martini (5 oz)
- Pint (16 oz)
- Pilsner/Beer (12 oz)
- Old Fashioned (10 ½ oz)

Chairs

- Plastic Folding (white standard and comfort back)
- Garden (multiple colors, wood or resin frame with padded seat)
- Chiavari & Crossback (wood with removable cushion)
- Chiavari & Crossback Bar Stools (wood with removable cushion)
- Wood Farm Bench (8' long)

Linens

- Table cloths (round, square & rectangle available)
- Napkins
- Table runners
- Chair covers
- Sashes / Bows
- Table Skirting

Food Service

- Chafing Dish
- Serving Platters & Bowls
- Coffee Maker (55 cup)
- Coffee / Hot Water Dispenser
- Gas Grill
- Gas Convection Oven
- Trash Can

Other Items

- Generator
- Portable Sound System
- Stage
- Stage Skirting
- Pipe & Drape
- Garden Arbor
- Restroom Trailer

For additional information on rental items and ideas for your next event, visit www.lakesregiontent.com.

