



Tent rental customer information sheet

Contact information:

- Business name (if applicable):
- Primary contact name / cell:
- Backup contact name / cell:
- Email address:
- Tent delivery / setup address:
- Mailing address (if different than tent setup address):

Event information:

- Date(s) of the event:
- Type of event (graduation party, anniversary, etc):
- Tent size requested (width x length):
- Estimated number of guests attending the event:
- Number of chairs and tables requested to seat guests:

Tent installation information:

- Tent setup location on property (backyard, driveway, patio, etc):
- Surface to mount the tent (concrete, asphalt, grass, etc):
- Are there any underground utilities in the area of tent assembly area? (electrical, cable, sewer lines, dog fences, sprinkler systems, natural gas lines, propane lines, gas tanks, etc)
- We offer window and solid sidewalls in event of challenging weather for additional cost. Sidewalls can be rolled up. Are sidewalls needed for your event?:
- When (dates) can the event be setup by our staff? Note that we prefer a range of dates:
- When does the tent need to be removed from the property? Note that we prefer a range of dates to remove:

Other information related to the event (please specify below):