

RENTAL INFO SHEET

This sheet will allow us to assist you better in your decision's on your tent rental. Please read carefully and fill form out accordingly.

1) Please provide your name, phone number's, and/or e-mail so that we may contact you.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

Fax ? _____

E-Mail _____

2) What is your date of your event ?

3) Where will your event be taking place?

4) How many people will be attending your event?

5) Do you need Tables and Chairs?

(Round or Rectangle seat 8) Number of guests divided by 8 to get your chairs

Round Tables _____ Rectangle Tables 6ft _____ 8ft _____
Portable Bar _____

Chairs

Black Folding _____

White Folding _____

White Padded _____

6) If using a Head-Table how many will be at it.

7) Will there be entertainment, such as DJ, Band, etc..?

8) Will there be a need for a dance floor . If yes, please provide surface it will be laying on. (Grass, pavement, ect...)

9) Will there be a need for a catering tent?

10) Would you like MasterPiece Rentals to provide catering services?

11) Will you need Tableware and Glassware?

Dinner Plate _____
Salad Plate _____
Bread Plate _____
Cake Plate _____
Water Glass _____
Wine Glass _____
Champagne _____
Dinner Fork _____
Salad Fork _____
Cake Fork _____
Dinner Knife _____
Steak Knife _____
Teaspoon _____

12) Will you be needing

Linens _____
Skirting _____
Napkins _____

If yes, please provide colors you will be using.

13) Will you be needing Restroom Trailer ?

Thank you for choosing MasterPiece Rentals for all your party needs!! If you have any questions feel free to call us at 304-637-2789. You can also check us out on the web at www.wvtents.com.

