

RENTAL WORKSHEET

Vendor Information

Company _____
 Contact person _____
 Phone _____
 Alternate contact _____
 Alternate phone _____
 "Day of" phone _____
 Cell _____
 Fax _____
 E-mail _____

Things to ask:

Cancellation policy Yes ☐ No ☐
 Deposit required Yes ☐ No ☐
 Deposit due date ____/____/____
 Insurance certificate Yes ☐ No ☐
 Setup time From _____ To _____
 Event time From _____ To _____
 Strike time From _____ To _____

Checklist

	Completed	Date
Outline initial rental needs	<input type="checkbox"/>	____/____/____
Schedule site walkthrough	<input type="checkbox"/>	____/____/____
Discuss initial setup with vendor	<input type="checkbox"/>	____/____/____
Obtain estimate	<input type="checkbox"/>	____/____/____
Obtain schematic outlining setup	<input type="checkbox"/>	____/____/____
Ensure vendor has adequate insurance	<input type="checkbox"/>	____/____/____
Coordinate financial planning with your Business Administrator	<input type="checkbox"/>	____/____/____
Confirm order	<input type="checkbox"/>	____/____/____
Deposit paid	<input type="checkbox"/> \$.....	____/____/____
Ensure fire marshal has approved setup/tent permits	<input type="checkbox"/>	____/____/____
Finalize setup with vendor	<input type="checkbox"/>	____/____/____
Final site walkthrough	<input type="checkbox"/>	____/____/____
Grand total	<input type="checkbox"/> \$.....	____/____/____
Balance paid	<input type="checkbox"/> \$.....	____/____/____

Notes/Suggestions

General

- Reserve equipment in advance. Most rental companies only have a limited supply of product to rent.
- Carefully walk through your event and note every conceivable rental item you will need.
- Discuss with the rental company the rental equipment options they have – inventory constantly changes.
- Make sure the rental company provides a site schematic showing the placement of all rentals within the venue.
- Once equipment is ordered, double-check the rental order to ensure the vendor has noted all of your equipment on their paperwork. Confirm delivery and strike times and make sure they are noted on the order.
- Be aware that the order total may not be the final cost. The client generally assumes any breakage or loss occurring after delivery.
- Confirm whether the rental company will be setting up the equipment, or if it is a drop-off only. Generally companies charge extra for setup.
- Include rental vendor at logistical walk through before the event.
- Upon delivery, inspect the equipment to make sure everything you ordered is delivered and in serviceable condition.
- Ensure that delivered rental equipment will be safe and secured. You may need to hire security to watch equipment if it is in an exposed/unsupervised area.

Equipment specifics

- When renting outdoor heaters, kitchen tables or trash bins, have the rental company wrap the equipment in velon or provide a covering.
- Verify if trash cans need to be rented for event space and/or kitchen and request trash liners if the caterer does not provide.
- Be sure someone on site for the event knows how to light the heaters.
- Be sure there are an adequate number of heaters in cold weather and table umbrellas in hot weather to ensure guest comfort.
- When renting easels, always rent sandbags to steady them if they are to be placed outdoors.
- When renting tables, press down on the tables once they are set up to make sure the locking mechanism is in place.
- If renting a riser, ask the rental company to top and skirt the platform with Astroturf. Don't forget to order steps, if needed.
- Make sure any lecterns ordered are in good condition. The lectern is often photographed during program shots.
- Your caterer can advise you on food service rentals, such as kitchen equipment and table service.
- Don't forget to rent tables and chairs for any staff or vendors who will be working your event, such as registration volunteers, audiovisual technicians, disc jockeys, etc.
- When renting coat racks, don't forget to order hangers and coat check tickets.
- Approximately 10 guests can sit at a 60" round table; 10 to 12 guests may sit at a 66" round table; 5 guests may sit at a 36" cocktail table.
- Always try to rent table linens that go to the floor. Your rental contact can advise you on the appropriate size to order.

Tents

- Tent flooring is encouraged if there is any chance high pedestrian traffic could create unsafe, muddy conditions on grass.
- When discussing tenting and outdoor setups, call the Office of Advancement Events at 713-743-8828. There are weight restrictions in certain areas and anchoring methods that need to be factored in. You also will need permits, especially when temporary kitchens are setup. Advancement Events works closely with the fire marshal and plant operations to ensure campus guidelines and safety requirements are met.