

Things to know when reserving a TENT

Choose a SIZE based on square footage needed and space available

TABLES

5' Round table or 8' Rectangle table seat 8-10 people. 8 is more comfortable for a full place setting. 10 is okay for buffet style or less formal.

Any table requires 100 square feet of space. If you have 6 guest tables, 2 buffet tables, a bar, a cake table and a gift table, you need 1100 square feet for the tables.

Tables may include guest, buffet, head, sweetheart, DJ, gift, bar, dessert

DANCE FLOORS

3 square feet per dancing couple. If you have 100 guests, divide by 2 to get number of couples (50) and multiply that by 3 to get square footage needed (150 square feet). Consider your crowd also – whether you have a lot of dancers or not many.

REMEMBER:

Frame tents have no center poles. Pole or tension tents do have center poles. Dance floors cannot go around a center pole.

20' wide pole tents have a center pole every 10'. The exception is the 20x40. There is 20' between the 2 center poles. Dance floor would have to go in center of tent.

30' wide pole tents have a center pole every 15'

40' wide pole tents have a center pole every 20'

STAGE

The stage comes in 4'x4' pieces and can be 1' or 2' high.

REMEMBER:

Tent perimeter is only 7.5' high. If you have a 1' high or 2' high stage, you only can stand or see 6.5' or 5.5'. Frame tent poles are adjustable and can be raised higher. Pole tent poles are not adjustable and cannot be raised.

Stage cannot go around a tent pole just like a dance floor.

Stage skirting is available.

We have a step for the 1' high stage. Stairs are required for 2' high stage. Railing is recommended also.

AUDIENCE STYLE SEATING (WITH CENTER ROW)

6 Square feet per person

Center aisles are difficult with pole tents. Pole is either right in the middle of aisle or we can offset center aisle to the right or left. Another option is 2 side aisles and no center aisle. Or just use a frame tent.

HOW MUCH SPACE DO I NEED FOR THE SET UP OF MY TENT?

After figuring out what tent size you need, remember to add in an additional 8'-10' around the perimeter of the tent for staking.

OTHER CONSIDERATIONS

Public space or private property?

Customer is responsible for the rental from drop off until pick up. Customer maintains full responsibility if tent will be left unattended in a public space.

Will after-hours delivery or pick-up be necessary for public spaces?

Grass or Pavement?

If pavement, can we stake through the pavement? We will fill in holes afterwards but the pavement will be noticeably different where the tent was staked. If we cannot stake through the pavement, a frame tent must be used with cement buckets.

CHOOSING ACCESSORIES

TENT SIDES

We have 30' windowed (Arch) sides or 30' solid white sides.

Sides are 7.5' high. If you adjust the height of the tent, the sides will be too short and can create a hazard in windy conditions.

Sides are not included in tent price. They are optional and an additional cost.

Find the perimeter length of the tent to calculate number of sides needed. You can side all or part of the tent but you need to leave 2 exits open during event in case of emergency.

TENT LIGHTS

String lights come in 21', 30', and 100' lengths. The bulbs are clear.

Pearl lights come in 20', 30', and 50' lengths. They can be white or multi colored.

Tent Pole Ring Halogen lights fit on center poles of 30' and 40' wide tents. Aim lights up and reflect off ceiling. These need extension cords.

Theatre lights for spot lighting.

Standing lights can be placed along walkways or perimeter of tent.

Extension cords are recommended for all lighting.

Electrical requirements: For every 100' you need a separate plug. They can be on the same circuit.

FANS

12" rotary fan that mounts on poles to create airflow. Extension cords are recommended.

DELIVERY/PICK UP

TIME AND DATE: We generally set up tents for the weekend Thursday or Friday (Wednesday if it's a busy week). We take down Monday and Tuesday. We will not know exactly what day or time we will be there until 2 weeks before the reservation when we do the tent schedule. If you have a specific time you would like, let us know and we will do our best to accommodate you but no guarantees.

Pick up can be extended later for weather. The tents need to be dry when we take them down.

If we are setting up items other than the tent, we need a floor plan before the event. Extra set up is an additional fee.

SITE CHECKS are done on all tents unless we are familiar with the location (e.g. an event we do every year that is not changing). We will call to schedule these as the snow clears and we get closer to the event.

DIG SAFE

We will be calling Dig Safe prior to event (1-800-DIGSAFE) to ensure we don't hit any gas or utility lines while we are setting up the tent. We cannot set up a tent if DIG SAFE has not come and flags are not in place. Dig Safe is a free service. Customer does not need to be at the location of the tent for Dig Safe to come. When we call them, usually the week before your event, the utility companies have 72 hours to mark their lines.