

# *So you want to rent a tent!*



*Who wouldn't want to have their event outside in a tent, but there are a few things to consider.*

## *Things you need to do:*

- ❖ Check for overhead obstructions like power lines, trees etc.*
- ❖ Get underground utility locates done prior to tent set up.*
- ❖ Measure the area where the tent is going to be placed to ensure that it will fit with all the tension cables extended out from the tent. (You will need at least 8 ft. around the perimeter of the tent.)*

## *Things you should consider:*

- ❖ Do you need a power source in your tent?*
- ❖ Will you need a source of heating or cooling?*
- ❖ Do I need lighting inside my tent?*
- ❖ Do I need tables and chairs?*
- ❖ Do I need solid walls or window walls in certain sections of the tent?*
- ❖ Where are my doorways going to be located?*
- ❖ Will I have enough space for all activities of the event in case of poor weather?*
- ❖ Do you need a permit or permission to set the tent in chosen location?*
- ❖ Do I want to hang decorations inside the tent?*

*(All decorations must hang from either the tent poles or support cables)*

- ❖ Is the ground level or free of trip hazards?*
- ❖ Can we access the tent setup site by vehicle?*

### Additional Tent Information

- ❖ *Tent setups and tear downs are weather dependent. Meaning that the tent may go up earlier and come down later than planned.*
- ❖ *We recommend talking to your insurance company about getting insurance coverage on the tent. If there is damage to the tent that goes beyond the damage deposit amount the renter is responsible for the replacement or repair charges.*
- ❖ *There is additional charge for set up on pavement or gravel.*
- ❖ *There is a charge for mileage to put the tent up and also to take it down.*
- ❖ *There is a 25% reservation fee that is due by May 1 unless booking after this date, it then due at the time of reservation. The reservation fee is nonrefundable if the event is cancelled after May 1. The reservation fee amount will applied as a credit to the total rental amount that is due and the balance can be paid on or before the day of the event.*

### Helpful Tip

- ❖ *Make a layout of your tent to see how things are going to fit inside the tent and how it will work with the tent poles located inside the tent. Also take into consideration the space needed for a head table, cake table, bar, dj, buffet tables, gift tables, guestbook table etc. These items can take up more space than a guest table.  
(Check out the website: [superstuffpartyrental.com](http://superstuffpartyrental.com) for some great tent layout ideas.)*