



Rentals that Outshine
www.sunrental.com | 440-942-6106
7467 Mentor Avenue, Mentor, OH 44060

Our Mission

Sun Rental is dedicated to serving our customers' and communities' rental needs through our Event & Party, Equipment & Tool, and Storage Unit rentals. We strive to provide superior service and affordable rentals with our industry experience and knowledgeable team.

Our Core Values

At Sun Rental, our business is to ensure our customers' events and projects are successful and downright fabulous by providing them with equipment that makes their event and project visions come true!



PLANNING A GRADUATION PARTY QUESTIONNAIRE

Whether you are planning your first graduation party or your fifth, we are here to help! We designed this questionnaire so our Event Professionals can work with you to determine the appropriate tent or canopy for your party and to make this process easy and enjoyable!

Once completed, please give us a call at 440-942-6106 and keep this form handy when you call for your quote or to place your order!

We also suggest spending a few minutes on our [website](#) to learn more about the rental process, [tent](#) and [canopy](#) package options and view layouts! It's really helpful to visualize your options before your party!

Name

Event Date

Email

Phone Number

How did you hear about us?

GRADUATION PARTY DETAILS

1. We have two coverage options for your party. Which option do you prefer?

Canopy:

- Yellow and white striped canvas
- Center poles
- Customer set up/knock down (Sun Rental installation available for additional fee)
- Set up requirements: Flat, all grass area + additional 10ft on each side for staking
- Used for shade or light rain
- (Not recommended for coverage during heavy rain or thunderstorms.)
 - ◆ Note: Side walls cannot be added to canopies.

Tent:

- White vinyl
- Frame Structure (no center poles)
- Sun Rental professional installation, including set up and knock down
- Tents can be installed on grass or a hard surface, both must be flat.
- Where is the Tent location? Grass Concrete Gravel Asphalt
 - ◆ Note: Tent installations on a hard surface may result in additional fees.
- If water barrels are needed to secure the tent, is there a water source with hose hookup? Yes No Will you provide the hose? Yes No
- How far is the water source from the tent location?
- Do you need walls for the tent? Yes No
- If so, how many sides of the tent do you want to cover?
- Do you want window or solid white walls? Window Solid white
 - ◆ Note: We recommend adding tent walls to cover three sides of the tent, leaving one side open for entrance/exit.
 - ◆ Note: Set up of walls is an additional fee

2. To help us with canopy/tent sizing, how many people are you planning to invite?

- ◆ Note: Keep in mind, graduation parties are more of an open house. You will not need seating for every guest.

3. We have a few Party Packages for you! (Items in packages are discounted!) Which option would you prefer?

Canopy Package: Includes canopy, customer set up, 8ft rectangle tables, brown folding chairs, and white plastic table covers.

Tent Package: Includes tent, tent installation, 8ft rectangle tables brown folding chairs, and white plastic table covers.

- ◆ Note: 8ft Rectangle Tables seat 8 guests comfortably.
- ◆ Note: Can upgrade canopy or tent package to include linens.

4. Do you need tent / canopy lighting? Yes No

If so, is there a power source? Yes No

- ◆ Note: If your event will continue after or close to when the sun sets, we recommend tent lighting.

5. Do you need extra tables for food or displays? We suggest 6ft or 8ft rectangle tables

6ft Rectangle Tables 8ft Rectangle Tables No Extra Tables Needed

6. Where do you plan on having food or display tables?

Under Tent / Canopy In garage Inside your house Other:

- ◆ Note: Adding food tables under tent or canopy will increase the size tent or canopy needed.

7. Do you need any of the following for your extra tables: No Extras Needed

Linens Plastic Table Covers Skirts Color Preferences:

8. Your garage is great extra space to use for your graduation party! We suggest using pipe and drape to hide the walls or any stored items. If you would like to add pipe and drape, please provide the length of the walls your want covered and we will calculate how much you need!

- ◆ Note: Height of pipe and drape is 8ft.

Wall #1 Length Wall #2 Length Wall #3

9. Do you need coolers for drinks or food? Yes No

If so, check which options you would like:

Kool Table: 6ft table with acrylic inserts, holds 75 to 100 pounds of ice, can be used for food or drinks, available in black or white. Great for hiding extra drinks under the table when the linen skirt is rented for additional fee!

Super Cooler: Round, 25.25" diameter insulated cooler, holds up to 168 12oz cans! Available in blue, green or red!

10. Want your graduation party to stand out? Add some fun by renting one (or more) of the following! We sell the supplies you need too!

Cotton Candy Machine Popcorn Machine Slush/Margarita Machine

Sno-Kone Machine Supplies

11. Having a graduation party means extra trash! We sell disposable trash cans that your trash company will pick up on trash day! Great for recycling items too!

of Trash Cans needed # of Trash Can Liners needed

12. Would you like to consider adding any of the following items for your graduation party?

High Top Tables - Great for Mingling!

Umbrella Tables - Great for extra seating!

Games & Inflatables - Great for keeping guests entertained

Chafing Dishes - Perfect for keeping your food warm!

Sound System - Hook your phone up to listen to your favorite playlist!

DELIVERY DETAILS

1. What is the event location address?

Street Address

City

Zip Code

2. How far is the tent location from the space our delivery team is permitted to park our trucks?

3. Does the tent location include:

Stairs Hills/Varying elevations Structures that cannot be moved

Trees/Power lines close to where the tent will be installed?

4. Does the tent location include any of the following underground utilities?

Sewer Electric Gas Water Invisible dog fences

Lawn irrigation Other

5. Who will be the on-site contact for the day of delivery? Note: This contact must be 18 or older, and is required to be present for the entire delivery and tent installation.

Name

Phone Number

Relationship to you