



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 TENT EVENT QUESTIONNAIRE

Whether this is the first tent event you are planning or your 15th, we are here to help! We designed this questionnaire so our Event Professionals can work with you to determine the appropriate tent or your event 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 package](#) options and view layouts! It's really helpful to visualize your options before your event!

Name Event Date  
 Email Phone Number

### EVENT DETAILS

1. What type of event are you planning?
2. How many people are you planning to invite?
3. Is this an open house or do you plan on everyone being seated at one time?

Open House      Seated

4. Do you prefer round or long rectangle tables?  
 60 Inch Round Tables seat 8 guests comfortably  
 8ft Rectangle Tables seat 8 guests comfortably

5. Where is the Tent location?      Grass      Concrete      Gravel      Asphalt

Note: Tent installations on a hard surface may result in additional fees.

If the tent is going on a hard surface, is there a water source with hose hookup?      Yes      No

How far is the water source from the tent location?

Will you provide the hose?      Yes      No

6. What tables are you planning to have under the tent?  
 Food Tables      Dessert Table      Gift Table      High Top Cocktail Tables      Other

7. Do you plan on having a bar under the tent?      Yes      No

8. Do you plan on having a DJ and or band under tent?      Yes      No

If so, how much space is needed?

9. Are you planning on having a stage under tent? Yes No

Is the stage for: Band/ DJ Speaker/Presentation Awards Other

10. Is there anything else that will be under the tent that we need to plan space for? Yes No

If so, please provide a description and dimensions.

11. Do you need walls for the tent? Yes No

12. Do you need tent 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.

13. Do you need a tent heater? Yes No

If so, is there a power source? Yes No

Note: We recommend adding tent walls if you are rent tent heater.

### 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. If you are renting tables and chairs, would you like to add table and chair set up and/or knock down to your reservation? Yes No

4. 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. Are there any timing restrictions for delivery and/or pick up? Yes No

6. Who will be the on-site contact for the day of delivery? Note: The contact must be 18 years of age or older, and be present for the entire delivery and tent installation.

Name

Phone Number

Relationship to you