

EQUIPMENT CHECKLIST

RENTAL COMPANY _____ Date Ordered: _____

Address: _____

Contact Person: _____ Phone: _____

Delivery Date/Time: _____ / _____ Pick-up Date/Time: _____ / _____

Cancellation Policy: _____ Damaged/Broken Policy: _____

Item	Quantity	Cost
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CEREMONY EQUIPMENT

Aisle Runner (length) _____

Aisle Stanchions _____

Aisle Candelabra
Free-standing _____

Clamp Style _____

Altar Candelabra _____

No. of Lights _____

No. of Lights _____

Candles _____

Size _____

Candle Lighter _____

Canopy/Chuppah _____

Flower Stands _____

Style _____ Size _____

Style _____ Size _____

Guest Book Stand _____

Kneeling Bench _____

Lattice Backdrops _____

Lattice Arch _____

Microphone _____

Other _____

CHAIRS

Style _____

Item	Quantity	Cost
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TABLES

Round Tables _____

36" seats 4 people _____

48" seats 6 people _____

60" seats 8 people _____

72" seats 10 – 12 people _____

Oblong Tables _____

6' seats 6 – 8 people _____

8' seats 8 – 10 people _____

Square tables _____

34" square _____

LINENS

Round Cloths—Color _____

60" fits 24" – 36" table _____

72" fits 24" to floor or _____

36" – 48" table _____

90" fits 36" to floor or _____

48" – 60" table _____

100" fits 48" to floor or _____

60" – 72" table _____

Long Cloth _____

54" x 54" fits cardtable _____

60" x 60" fits cardtable _____

60" x 120" fits 6' and 8' tables _____

NAPKINS

Color

Cocktail Size _____

Dinner Size ☐ Paper ☐ Cloth _____

EQUIPMENT CHECKLIST

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
DINNERWARE <input type="checkbox"/> China <input type="checkbox"/> Paper		
Dinner Plates	_____	_____
Salad Plates	_____	_____
Bread Plates	_____	_____
Luncheon Plates	_____	_____
Soup Bowls	_____	_____
Cake Plates	_____	_____
Coffee Cups/Saucers	_____	_____
Demitasse Cups/Saucers	_____	_____
FLATWARE <input type="checkbox"/> Stainless <input type="checkbox"/> Silverplate		
Dinner Knives	_____	_____
Steak Knives	_____	_____
Butter Knives	_____	_____
Dinner Forks	_____	_____
Salad Forks	_____	_____
Dessert Forks	_____	_____
Teaspoons	_____	_____
Soup Spoons	_____	_____
Demitasse Spoons	_____	_____
Serving Spoons	_____	_____
Meat Forks	_____	_____
Cake Knife/Server	_____	_____
GLASSWARE <input type="checkbox"/> Glass <input type="checkbox"/> Plastic		
Wine glasses	_____	_____
Champagne glasses	_____	_____
Water goblets	_____	_____
Highballs	_____	_____
Double rocks	_____	_____
Snifters	_____	_____
Water glasses	_____	_____
Punch cups	_____	_____

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
TRAYS <input type="checkbox"/> Stainless <input type="checkbox"/> Silverplate		
Round 12"	_____	_____
Round 14"	_____	_____
Round 16"	_____	_____
Round 20"	_____	_____
Oval 13" x 21"	_____	_____
Oval 15" x 24"	_____	_____
Oblong 10" x 17"	_____	_____
Oblong 14" x 22"	_____	_____
Oblong 17" x 23"	_____	_____
Meat Platters	_____	_____
Waiters' Trays/Stands	_____	_____
SERVING PIECES		
Chafing dish, 2 qt.	_____	_____
Chafing dish, 4 qt.	_____	_____
Chafing dish, 8 qt.	_____	_____
Bowls, 12"	_____	_____
Bowls, 16"	_____	_____
Bowls, 20"	_____	_____
Punch Fountain, 3 gal.	_____	_____
Punch Fountain, 7 gal.	_____	_____
Punch Bowl, ladle	_____	_____
Coffee Maker, 35 cup	_____	_____
Coffee Maker, 50 cup	_____	_____
Coffee Maker, 100 cup	_____	_____
Silver Coffee and Tea Set	_____	_____
Insulated Coffee Pitcher	_____	_____
Creamer & Sugar Set	_____	_____
Sugar Tongs	_____	_____
Salt & Pepper Set	_____	_____
Water Pitchers	_____	_____
Ashtrays	_____	_____
Table Candles	_____	_____

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<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
MISCELLANEOUS EQUIPMENT		
Barbeque Grill	_____	_____
Electric Hotplate	_____	_____
Microwave	_____	_____
Portable Bar	_____	_____
Ice Chest	_____	_____
Coolers	_____	_____
Dance Floor	_____	_____
Size _____	_____	_____
Stage Platform	_____	_____
Lighting	_____	_____
Twinkle Lights	_____	_____
Tiki Torches	_____	_____
Spot Lights	_____	_____
Pole Lights	_____	_____
Hurricane Lights	_____	_____
Heaters	_____	_____
Fans	_____	_____
Extension Cords	_____	_____
Tents/Canopies	_____	_____
Size _____	_____	_____
Umbrellas	_____	_____
Indoor/Outdoor Carpet	_____	_____
Size _____	_____	_____
Trash Cans/Liners	_____	_____

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
Coat Rack		
PortableToilets		
Electric Bug Zapper		
Stands for Table #s		
Bar		
Bottle/can Openers		
Corkscrews		
Cocktail Shakers		
Strainers		
Electric Blender		
Ice Buckets		
Ice Tubs		
Sharp Knives		
Tall Spoons		
Condiments Tray		
Other		
TOTAL RENTAL COST		
DEPOSIT		
BALANCE DUE		

NOTES
