

# EQUIPMENT CHECKLIST

**RENTAL COMPANY** \_\_\_\_\_ **Date Ordered:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery Date/Time: \_\_\_\_\_ / \_\_\_\_\_ Pick-up Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Cancellation Policy: \_\_\_\_\_ Damaged/Broken Policy: \_\_\_\_\_

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
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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 _____	_____	_____
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<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
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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**

	<i>Color</i>
Cocktail Size	_____
Dinner Size <input type="checkbox"/> Paper <input type="checkbox"/> Cloth	_____

# EQUIPMENT CHECKLIST

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>	<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
<b>DINNERWARE</b>	<input type="checkbox"/> China	<input type="checkbox"/> Paper	<b>TRAYS</b>	<input type="checkbox"/> Stainless	<input type="checkbox"/> Silverplate
Dinner Plates	_____	_____	Round 12"	_____	_____
Salad Plates	_____	_____	Round 14"	_____	_____
Bread Plates	_____	_____	Round 16"	_____	_____
Luncheon Plates	_____	_____	Round 20"	_____	_____
Soup Bowls	_____	_____	Oval 13" x 21"	_____	_____
Cake Plates	_____	_____	Oval 15" x 24"	_____	_____
Coffee Cups/Saucers	_____	_____	Oblong 10" x 17"	_____	_____
Demitasse Cups/Saucers	_____	_____	Oblong 14" x 22"	_____	_____
<b>FLATWARE</b>	<input type="checkbox"/> Stainless	<input type="checkbox"/> Silverplate	Oblong 17" x 23"	_____	_____
Dinner Knives	_____	_____	Meat Platters	_____	_____
Steak Knives	_____	_____	Waiters' Trays/Stand	_____	_____
Butter Knives	_____	_____	<b>SERVING PIECES</b>		
Dinner Forks	_____	_____	Chafing dish, 2 qt.	_____	_____
Salad Forks	_____	_____	Chafing dish, 4 qt.	_____	_____
Dessert Forks	_____	_____	Chafing dish, 8 qt.	_____	_____
Teaspoons	_____	_____	Bowls, 12"	_____	_____
Soup Spoons	_____	_____	Bowls, 16"	_____	_____
Demitasse Spoons	_____	_____	Bowls, 20"	_____	_____
Serving Spoons	_____	_____	Punch Fountain, 3 gal.	_____	_____
Meat Forks	_____	_____	Punch Fountain, 7 gal.	_____	_____
Cake Knife/Server	_____	_____	Punch Bowl, ladle	_____	_____
<b>GLASSWARE</b>	<input type="checkbox"/> Glass	<input type="checkbox"/> Plastic	Coffee Maker, 35 cup	_____	_____
Wine glasses	_____	_____	Coffee Maker, 50 cup	_____	_____
Champagne glasses	_____	_____	Coffee Maker, 100 cup	_____	_____
Water goblets	_____	_____	Silver Coffee and Tea Set	_____	_____
Highballs	_____	_____	Insulated Coffee Pitcher	_____	_____
Double rocks	_____	_____	Creamer & Sugar Set	_____	_____
Snifters	_____	_____	Sugar Tongs	_____	_____
Water glasses	_____	_____	Salt & Pepper Set	_____	_____
Punch cups	_____	_____	Water Pitchers	_____	_____
			Ashtrays	_____	_____
			Table Candles	_____	_____

# EQUIPMENT CHECKLIST

<i>Item</i>	<i>Quantity</i>	<i>Cost</i>	<i>Item</i>	<i>Quantity</i>	<i>Cost</i>
<b>MISCELLANEOUS EQUIPMENT</b>					
Barbeque Grill	_____	_____	Coat Rack	_____	_____
Electric Hotplate	_____	_____	PortableToilets	_____	_____
Microwave	_____	_____	Electric Bug Zapper	_____	_____
Portable Bar	_____	_____	Stands for Table #s	_____	_____
Ice Chest	_____	_____	Bar	_____	_____
Coolers	_____	_____	Bottle/can Openers	_____	_____
Dance Floor	_____	_____	Corkscrews	_____	_____
Size _____	_____	_____	Cocktail Shakers	_____	_____
Stage Platform	_____	_____	Strainers	_____	_____
Lighting	_____	_____	Electric Blender	_____	_____
Twinkle Lights	_____	_____	Ice Buckets	_____	_____
Tiki Torches	_____	_____	Ice Tubs	_____	_____
Spot Lights	_____	_____	Sharp Knives	_____	_____
Pole Lights	_____	_____	Tall Spoons	_____	_____
Hurricane Lights	_____	_____	Condiments Tray	_____	_____
Heaters	_____	_____	Other	_____	_____
Fans	_____	_____	_____	_____	_____
Extension Cords	_____	_____	_____	_____	_____
Tents/Canopies	_____	_____	_____	_____	_____
Size _____	_____	_____	_____	_____	_____
Umbrellas	_____	_____			
Indoor/Outdoor Carpet	_____	_____			
Size _____	_____	_____			
Trash Cans/Liners	_____	_____			
			<b>TOTAL RENTAL COST</b>	_____	_____
			<b>DEPOSIT</b>	_____	_____
			<b>BALANCE DUE</b>	_____	_____

## NOTES

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