

Peak Rentals Event Rental Checklist

How to use this checklist

One sheet for parties, family reunions, festivals, graduations and corporate events. Fill in your event details, tick what you need, and send it to us with your quote request. We will match quantities to your guest count and suggest anything missing.

Your event

Detail	Your answer
Type of event (party, reunion, festival, corporate, other)	
Event or organization name	
Location (address)	
Date	
Start and end time	
Guest count	
Ground surface (grass, gravel, pavement)	
Power on site (yes or no)	
Delivery or customer pick up	

Not sure of your final guest count yet? Book for your maximum number now, then confirm final numbers with us about a week before the event.

What you need

Tick the box beside each item you need, and add a quantity or size if you know it.

Item	Need	Quantity / notes
Tents		

Item	Need	Quantity / notes
Main guest tent	☐	
Extra tents (vendor, registration, shade or food service)	☐	
Food prep tent	☐	
Tent accessories		
Sidewalls (solid or window)	☐	
Lighting	☐	
Generator (no power on site)	☐	
Tables		
Round tables	☐	
Rectangular (banquet) tables	☐	
Head or speaker table	☐	
Chairs		
Guest seating chairs	☐	
Children's chairs	☐	
Linens		
Tablecloths (floor length or lap length)	☐	
Dance floor and stage		
Dance floor	☐	
Band or speaker stage	☐	
Service tables		
Buffet tables	☐	
Registration or welcome table	☐	
Vendor or display tables	☐	
DJ or AV table	☐	

Item	Need	Quantity / notes
Prize, raffle or gift table	☐	

Setting up on pavement? Tell us in the notes. We can stake through pavement and repair it afterwards, or use ballast barrels, which cost more.

Quick sizing guide for linens

Table	Seats	Floor length cloth	Lap length cloth
48" round	6 to 7	108" round	90" round
60" round	8 to 10	120" round	90" round
72" round	10 to 12	132" round	108" round
6' banquet	8	90" x 132"	60" x 120"
8' banquet	10	90" x 156"	60" x 120"

Dance floor sizes

Dance floor (ft)	Suits about
12 x 12	up to 75 guests
14 x 14	100 guests
16 x 16	135 guests
18 x 18	175 guests
24 x 24	300 guests

Services we provide

- **Delivery and pick up** across New Brunswick, Nova Scotia and Prince Edward Island, based in Moncton.
- **Professional installation** of every tent and dance floor, included in the delivery fee.
- **Table, chair and lighting setup**, available as an added service.
- **Customer pick up and return** at no charge, if you'd rather haul it yourself.

- **Planning help** with tent size, table layout and how much of everything you need for your guest count.

Next steps

1. Fill in your event details and tick what you need.
2. Request a quote at PeakRentals.com, then email this checklist to info@peakrentals.com, along with photos of your site or any other documents that help us plan.
3. We'll send a quote matched to your guest count and suggest anything you may have missed.
4. Book early: summer weekends fill fast, and two to three months ahead is ideal for most events.

Your name: _____ Phone: _____ Email: _____

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