

Peak Rentals Wedding Weekend Rental Checklist

How to use this checklist

One sheet covers your whole wedding weekend: the rehearsal dinner, the ceremony and the reception. Fill in your event details, tick what you need for each event, and send it to us with your quote request. We will match quantities to your guest count and suggest anything missing.

Event	Location (address)	Date	Start time	Guest count
Rehearsal dinner				
Ceremony				
Reception				

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

What you need for each event

Tick the box under each event that needs the item, and add a quantity if you know it.

Item	Rehearsal dinner	Ceremony	Reception	Quantity / notes
Tents				
Main guest tent	☐	☐	☐	
Entrance tent or covered walkway	☐	☐	☐	
Catering prep tent	☐	☐	☐	
Tent accessories				
Sidewalls (solid or window)	☐	☐	☐	

Item	Rehearsal dinner	Ceremony	Reception	Quantity / notes
Lighting	☐	☐	☐	
Generator (no power on site)	☐	☐	☐	
Guest tables				
Round tables	☐	☐	☐	
Rectangular (banquet) tables	☐	☐	☐	
Head table	☐	☐	☐	
Chairs				
Guest seating chairs	☐	☐	☐	
Ceremony chairs	☐	☐	☐	
Children's chairs	☐	☐	☐	
Linens				
Tablecloths (floor length or lap length)	☐	☐	☐	
Dance floor and stage				
Dance floor	☐	☐	☐	
Band or head table stage	☐	☐	☐	
Service tables				
Buffet tables	☐	☐	☐	
Cake table	☐	☐	☐	
Gift and guest book table	☐	☐	☐	
DJ table	☐	☐	☐	

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: tents go fast in wedding season, and three to six months ahead is ideal.

Your name: _____ Phone: _____ Email: _____

PeakRentals.com · info@peakrentals.com · 506-863-PEAK (7325)