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 http://www.DeeJaysEvents.com

Tent Questionnaire

Rep _____

Date _____

Name: _____ Tel: _____

Email: _____ Event Type (wedding, birthday, etc): _____

Event Location (venue/residence): _____

Event Street Address: _____ Event City: _____

Event Date: _____ Event Times (Start/End): _____

Tent Surface: What surface is the tent going on? Can we stake in that surface?

For grass surface, we suggest calling 811, a free NC service that marks properties with any underground public utilities.
For asphalt, we drill small holes and patch them when we leave. If we cannot drill, we will need to secure the tent with water barrels.
For barrels, we need a confirmed water source with distance from water source to the location of tent/additional fees apply.

Space/Permit: If a venue, what are the venue's requirements, if any for tent permitting? _____

Tents over 700sqft or ANY size with walls require a permit unless it's going in someone's backyard.

What are the dimensions of the space you would like the tent installed? _____

We need a 5-10 perimeter around the tent for proper staking and installing.

Under Tent: What are you wanting UNDER the tent (whether or not you are renting those items from us)?

This will help us determine the appropriate size tent for you.

Seating for how many? _____ Round or Rectangle Tables? _____ Chair Type? _____

Dance Floor or Dance Area? _____ Buffet/Food Tables? _____ Head/Bridal Party Tables? _____

Sweetheart Table (Bride & Groom)? _____ Farm Tables _____ Gift Table? _____ Cake Table? _____

Band/Stage? _____ Cocktail Tables _____ Bar _____ DJ Table? _____

****SETUP/BREAKDOWN:** Table/chair setup and breakdown is optional and not included in pricing.

Would you like DeeJay's to set up / breakdown the tables/chairs? _____ YES _____ NO

***Note if DeeJay's is not handling setup/breakdown. On pickup the tables/chairs will need to be stacked the same way they were left on delivery.*

Tent Accessories and Incidentals: Special ADD ON items to help make your event spectacular!

Tent Walls? _____ Tent Lighting? _____ Tent Leg Skirts? _____ Pole Covers/sheeting? _____

Drapes/Liner _____ Tent Heaters? _____ Fans? _____ Flooring? _____ Air Conditioning? _____

Additional Rentals: Will you be needing other rental items;

Table Linens? _____ Dishware? _____ A/V (sound systems)? _____ Other _____

Access: Delivery pricing is based on a **50ft from our truck bumper**. Please alert us if the distance is further or not straight forward.

We will need;

Access to power for lighting, fans, tent heaters, sound, etc. *Extension cords or generators can be rented if needed.*

Access to water for filling water barrels. *Please specify distance from water source to tent location.* _____

Access to the tent location via our box trucks.

Notes: *Is there anything else you would like to add?*