

PERSONAL TENT PLANNER

A Party Centre

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(This page is designed to print on 1 sheet of letter sized paper.)

NUMBER OF GUESTS TOTAL _____

SEATED AT: ROUND TABLES _____ REC. TABLES _____ ROW TABLES _____

NUMBER AT HEAD TABLE _____

BUFFET SERVICE TABLES _____

SIGN-IN TABLE _____ PUNCH TABLE _____

CAKE TABLE _____ GIFT TABLE _____

BAR TABLES _____ PREP TABLES _____

DANCE FLOOR _____ DJ _____

OTHER _____

COACH LIGHTS _____ PARK BENCHES _____

CHANDELIERS _____ LAMP POSTS _____

RISERS _____ ELECTRICAL/POWER SUPPLY _____

ADDITIONAL DECOR _____ TENT WALL TYPE _____

NOTES: _____

Following our initial review of your event, we will forward a written quotation outlining the details of your event as discussed, along with the corresponding rates and pricing.

NOTE: A DEPOSIT OF 30% IS DUE AT TIME OF BOOKING.