



Rental Tips

Planning your event, you will need to bear a few points in mind:

_____ Don't overlook the rentals in a structuring your party budget; they often make up a full third of the total expense of the event.

_____ Take the time to look at the range of possibilities and prices available. A plate, can cost as little as 50 cents or as much as ten dollars to rent. Know what your priorities are in setting the table.

_____ Figure out exactly what you need. There are many extras you might not think that are used by the kitchen and wait staff. Be sure you consult the food and beverage providers to determine specifically what's needed.

_____ Determine a head count and order accordingly. Have extra table settings available, through, just in case additional guests arrive or china and glassware are broken.

_____ Deal with a reputable supplier who can meet your needs. Look at the portfolio merchandise available, make sure you are getting quality merchandise, select what you need, and make sure it's available in the quantities you need at the time of your event.

_____ Order early and arrange for early delivery. You have a better chance of getting what you want if you order well in advance, especially during heavy party periods. If possible, have the merchandise delivered a day or two in advance to check for chips, cracks, and proper, functioning of *all* equipment. See if what you got, is what you order. Take a complete inventory of the stock when it arrives.

_____ Arrange for setup and breakdown. Some companies will do the setting up and cleaning up for you. Inquire. Be sure to specify when you want the merchandise removed if breakdown isn't included. Staff at you site will need to know.

_____ Get a contract and read the fine print. Know exactly what merchandise you have ordered, the quantities you're paying for and what services are provided. Be specific about charges, for renting the merchandise as well as breakage fees and be clear about deposits and payment schedules.