

TENT INFORMATION SHEET

Prior to tent installation, we ask that you check upon a few important items for us:

Tent site

Tents can be set up on a variety of surfaces ie. Grass, asphalt, etc. A level surface is easiest to work with. All tents require that stakes be put into the ground, asphalt, etc. These stakes set away from the perimeter of the tent approximately 6-8'. When choosing a site, be sure to allot enough room for this. For instance, if you are considering a 30'x30' tent, your tent site should be at least 42'x42'. If you have any doubts, we would be glad to come out to the site to measure.

Above ground utilities

Depending on the size of the tent you are considering, the center pole height could range anywhere from 11-18' tall. This could oftentimes be a problem with low branches or power lines. Again, should you have any concerns we would be glad to check the tent site for you.

In ground utilities

Depending on the size of the tent you are considering, the stakes used to secure the tent could range anywhere from 1 1/2' -3' in length. The majority of the stake length will be under ground once the tent is installed. If the tent site is near any underground utilities or sprinkler systems, please be sure to have them marked prior to our arrival to install the tent.

Prior to tent installation

If the tent is to be installed in your yard for the weekend, please mow your yard on Tuesday. Have the area cleared and prepared for us prior to arrival. Your order needs to be paid in full prior to delivery, that way the tent installers can concentrate on the task at hand.

Confirmation

We will reach you the week of your event to confirm your order. Any last minute details are to be given at that time. If the tent site is not easily accessible to a large box truck or if your yard is very moist due to rainfall, we need to know that prior to the delivery. If you should downsize or cancel a tent within 7 days of your event, you will forfeit your deposit. All changes to your order must be made 7 days prior to the order leaving the store.

Tent installation

If we are installing the tent for you, please be sure to be at the tent site when we arrive to direct us as to where the tent is to be placed. If the tent size is 40x80 or greater, the tent crew may wish to begin very early in the morning in which case they will make prior arrangements (if necessary) to know the exact location you wish the tent to be. If you have ordered other items to be delivered with the tent, they will be placed inside the tent once it is installed unless you inform us otherwise. If you are paying for installation of tables and chairs, we will be glad to do so once the tent is installed. Otherwise, the tables and chairs will be left in organized stacks for you to disperse to your liking.

Tent tear down

Please have everything ready for pickup. Tables and chairs need to be in organized stacks. You need not be present as long as all items are accessible.

We appreciate your checking on the above items. If you have any questions, please don't hesitate to call. Our tent crews take great pride in their work and go to great lengths to make sure your outdoor event is a success!

AMERICAN PARTY-TIME

888-453-6020

CANOPY TENTS

DEPOSIT: \$50

Tent size	area needed	rental cost	set up cost	~people	~8' tables	~60" rounds	# stakes	# centerpoles
20x20	32x32	\$85	\$35+delivery	~40	~4	~3-4	12	1
20x30	32x42	\$125	\$40+delivery	~60	~6	~5-6	14	2
20x40	32x52	\$165	\$55+delivery	~80	~8	~7-8	16	3

A canopy tent... consists of canopy top, poles, stakes **NO SIDES**

Is intended to be set up **on grass**—if asphalt, holes must be drilled—the charge is \$2/hole drilled and \$3/hole to patch asphalt afterwards

Must be staked; it is not free standing

Has a centerpole every 10'

Needs an additional 6' around the perimeter of the tent for ropes and stakes

Customer can pick up and install or can pay American Party-Time to do so; refer to set up costs above and also delivery fees

Is **a fair weather tent**; ideal for picnics, graduations, parties, etc...

Additional info... various top colors available, please inquire

If no tables are being used, just chairs (ie. cathedral seating for a wedding), allow 6 sq ft / person

The above figures are based upon the optimum layout of people, tables, and chairs—additional space must be allowed for food line, dance floor, gift table, etc.

If there is any doubt as to whether a tent will fit at a given location—we will send someone

FRAME TENTS

DEPOSIT: \$100

Tent size	area needed	rental cost	set up cost	~people	~8' tables	~60" rounds	# stakes	# centerpoles
10x10	12x12	\$90	\$20+delivery	~10	1	1	4	0
20x20	24x24	\$225	included (*)	~40	~4-5	~4-5	4	0
20x30	24x34	\$300	included (*)	~60	~7-8	~6-8	4	0
20x40	24x44	\$375	included (*)	~80	~10	~8-10	8	0

(*) delivery fee additional

A frame tent... consists of frame top, framework, side poles, stakes

Can hold sides—20' solid white sides are \$7.50 each; 20' window sides are \$12.50 each

Can be set up on grass, concrete or asphalt as long as we can stake

It is a free standing structure BUT it still **MUST be staked**; if set up on asphalt the charges are as follows:
Charge \$2/hole to drill and \$3/hole to patch asphalt afterwards

Does not have centerpoles

Set up charges are included in the above price (except 10x10's)—delivery fees are additional

Needs an additional 2' around the perimeter of the tent for ropes and stakes

Is **a sturdy tent**; ideal for locations with limited room or across driveways, next to other tents, buildings, etc

Additional info... various top colors available, please inquire

If no tables are being used, just chairs (ie. cathedral seating for a wedding), allow 6 sq ft / person

The above figures are based upon the optimum layout of people, tables, and chairs—
additional space must be allowed for food line, dance floor, gift table, etc.

If there is any doubt as to whether a tent will fit at a given location—we will send someone
to measure

POLE TENTS

DEPOSIT: \$100

Tent size	area needed	rental cost	set up cost	~people	~8' tables	~60" rounds	# stakes	# centerpoles
30x30	42x42	\$275	included(*)	~90	~11	~9-11	20	1
30x45	42x57	\$375	included(*)	~135	~16	~14-17	24	2
30x60	42x72	\$475	included(*)	~180	~22	~18-21	28	3
30x75	42x87	\$575	included(*)	~225	~28	~23-26	32	4
30x90	42x102	\$675	included(*)	~270	~33	~28-30	36	5
40x40	52x52	\$425	included(*)	~160	~20	~16-20	32	1
40x60	52x72	\$625	included(*)	~240	~30	~25-29	38	2
40x80	52x92	\$825	included(*)	~320	~40	~33-39	44	3
40x100	52x112	\$1025	included(*)	~400	~50	~41-47	50	4
40x120	52x132	\$1225	included(*)	~480	~60	~50-56	56	5
40x140	52x152	\$1425	included(*)	~560	~70	~58-64	62	6
40x160	52x172	\$1625	included(*)	~640	~80	~66-72	68	7
40x180	52x192	\$1825	included(*)	~720	~90	~74-80	74	8
40x200	52x212	\$2025	included(*)	~800	~100	~82-88	80	9
40x220	52x232	\$2225	included(*)	~880	~110	~90-96	86	10

(*) delivery fee additional

A pole tent... consists of pole top, poles, stakes
Can hold sides—20' solid white sides are \$7.50 each; 20' window sides are \$12.50 each
 Can be set up on grass, concrete or asphalt as long as we can stake
 It **MUST be staked**; if set up on asphalt the charges are as follows: charge \$2/hole to drill and \$3/hole to patch asphalt afterwards
 Has one or more centerpole(s) depending on size; 30' wides have 16' centerpoles, 40' wides have 18' centerpoles
 Set up charges are included in the above price—delivery fees are additional
 Needs an additional 6' around the perimeter of the tent for ropes and stakes
Is a sturdy tent

Additional info... various top colors available, please inquire
 If no tables are being used, just chairs (ie. cathedral seating for a wedding), allow 6 sq ft / person
 The above figures are based upon the optimum layout of people, tables, and chairs—
 additional space must be allowed for food line, dance floor, gift table, etc.
 If there is any doubt as to whether a tent will fit at a given location—we will send someone to measure

American PARTY-TIME

**CATEGORY: GENERATORS
LIGHTS
FANS**

LIGHTING

50' according tent lighting	\$30.00
7'-4 bulb white park light	\$25.00
8 1/2'-4 bulb white park light	\$50.00

*according lighting is placed along the inside perimeter of the tent

DANCE FLOORS

Parquet 3'x4' sections	\$15.00/section
Black marble 3'x4' sections	\$15.00/section
White marble 3'x4' sections	\$15.00/section
Subfloor	\$0.50/sq ft

*set up is included in dance floor cost; delivery is additional
*the black & white marble may be used together
*subflooring must be used if outside; it protects/levels dance floor
*please see following page for additional info and layout options

FANS

36" floor fans	\$40.00
12" tent fans-clamp on	\$25.00

TENT SIDES

20' solid white side	\$7.50/20'
20' window side	\$12.50/20'

GENERATORS

5000 watt	\$50.00
10000 watt	\$80.00
25kw	\$150.00
Distribution box	\$30.00

TENT HEATERS

125,000 btu tent heater	\$125.00
100 lb propane tank	\$75.00

DISPOSABLE TRASH BOXES

trash boxes (20"x20"x31")	\$6.50
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3121 South LaFountain Kokomo, IN 46902
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American PARTY-TIME

**CATEGORY: TABLES
CHAIRS
LINENS**

TABLES

8' banquet tables	seats 8-10	\$6.00
6' banquet tables	seats 6-8	\$6.00
72" round tables	seats 8-10	\$10.00
60" round tables	seats 6-8	\$7.00
48" round tables	seats 4-6	\$6.00
36" round tables	seats 3-4	\$6.00
30" round tables (30" or 42" high)	seats 2-3	\$6.00
Heart shaped tables		\$6.00
Serpentine tables		\$6.00
Card tables		\$5.00

CHAIRS

Brown samsonite		\$0.85
White samsonite		\$1.25
White plastic w/padded seat		\$2.25
Mahogany chivarri chairs w/padded seat		\$6.00

TABLECLOTHS

54"X54"	<i>*WIDE COLOR SELECTION AVAILABLE</i> for card tables or overlay on 60" round tables	\$4.00
81"X81"	for 60" rounds	\$5.00
60"x120"	for 8' banquet tables	\$5.50
90" round	for 30",36", or 60" round tables	\$7.00
120" round	for 60" or 72" round tables	\$13.00
132" round	for 72" round tables	\$18.00

TABLE SKIRTS

16' lengths-plain	<i>*WIDE COLOR SELECTION AVAILABLE</i> 3 sides of 8' banquet or around 60" round table	\$16.00
21' lengths-plain	all side of 8' banquet or around 72" round table	\$21.00

NAPKINS

17"X17"	<i>*WIDE COLOR SELECTION AVAILABLE</i>	\$0.40
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