

# 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
<b>20x20</b>	32x32	\$85	\$35+delivery	~40	~4	~3-4	12	1
<b>20x30</b>	32x42	\$125	\$40+delivery	~60	~6	~5-6	14	2
<b>20x40</b>	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
<b>10x10</b>	12x12	\$90	\$20+delivery	~10	1	1	4	0
<b>20x20</b>	24x24	\$225	included (*)	~40	~4-5	~4-5	4	0
<b>20x30</b>	24x34	\$300	included (*)	~60	~7-8	~6-8	4	0
<b>20x40</b>	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
<b>30x30</b>	42x42	\$275	included(*)	~90	~11	~9-11	20	1
<b>30x45</b>	42x57	\$375	included(*)	~135	~16	~14-17	24	2
<b>30x60</b>	42x72	\$475	included(*)	~180	~22	~18-21	28	3
<b>30x75</b>	42x87	\$575	included(*)	~225	~28	~23-26	32	4
<b>30x90</b>	42x102	\$675	included(*)	~270	~33	~28-30	36	5
<b>40x40</b>	52x52	\$425	included(*)	~160	~20	~16-20	32	1
<b>40x60</b>	52x72	\$625	included(*)	~240	~30	~25-29	38	2
<b>40x80</b>	52x92	\$825	included(*)	~320	~40	~33-39	44	3
<b>40x100</b>	52x112	\$1025	included(*)	~400	~50	~41-47	50	4
<b>40x120</b>	52x132	\$1225	included(*)	~480	~60	~50-56	56	5
<b>40x140</b>	52x152	\$1425	included(*)	~560	~70	~58-64	62	6
<b>40x160</b>	52x172	\$1625	included(*)	~640	~80	~66-72	68	7
<b>40x180</b>	52x192	\$1825	included(*)	~720	~90	~74-80	74	8
<b>40x200</b>	52x212	\$2025	included(*)	~800	~100	~82-88	80	9
<b>40x220</b>	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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888-453-6020phone 765-453-6055fax www.americanparty-time.com

# 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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