

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Rental Worksheet

Rental Company Worksheet

Finding the Right Rental Company

Based on recommendations, meeting in bridal shows, and searching the Internet and the Yellow Pages we contacted various Rental companies.

We screened them and chose those that greeted us cordially, provided the information we requested in a timely manner; the people we spoke with were helpful but not too eager, yet followed up.

We feel that they will accommodate us well and within our budget.

We also judged them by their shops and or web sites. We liked:

- ✓ The look and feel of the store, the web site, both.
- ✓ That they provided the information we were looking for it was posted on their web site.
- ✓ They offer the items we need.
- ✓ The ideas they provided.
- ✓ That they were helpful, yet neither over powering nor over selling.
- ✓ That they provided clearly posted name, address, phone and Email contacts.

We plan to interview the following Rental companies:

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

* Applicable for a wedding in a home, club house garden, park, beach or other non-traditional location, as well as for items we need that the Ceremony and - or Reception their venues do not provide.

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About our Wedding

Information about Delivery and Set-up

Person in charge of rentals on our behalf: _____ Phone: _____

Will pick up rentals on: _____ at: _____ Return on: _____ By: _____

Rental Company Delivery and Set-up Information for Ceremony Location:

Ceremony Location at: (Name of venue or location) _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up Date: _____ Start time: _____ O'clock Set-up will be Completed By: _____ O'clock

Person in charge of set-up _____

Set-up at Reception Location:

Reception Location at: (Name of venue or location) _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up Date: _____ Start time: _____ O'clock Set-up will be Completed By: _____ O'clock

Person in charge of set-up _____

Rehearsal Dinner:

Location _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up Date: _____ Start time: _____ O'clock Set-up will be Completed By: _____ O'clock

Person in charge of set-up _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Rental Company Worksheet

Items we need for Our Wedding

Page 1 of 4

Item(s)	Description	Color	Quantity	Silver/Stainless	Glass/Crystal	Cost
		Furniture				
Round Tables seat 6						
Round Tables seat 8						
Round Tables seat 10						
Rectangle Tables seat 8						
Rectangle Tables seat 10						
Head Table						
Cake Table(s)						
Memorial Table(s)						
Gift Table(s)						
Cocktail Table(e)						
Tables for kids						
Other						
Folding Chairs						
Ballroom Chairs						
Chairs for kids						
Other						
		Linens				
Round Table Cloths floor length						
Round Table Cloths lap length						
Round Table Skirts						
Rectangle Table Cloths floor length						
Rectangle Table Cloths lap length						
Rectangle Table Skirts						
Square Table Cloths floor length						
Square Table Cloths lap length						
Square Table Skirt						
Overlay Toppers						
Napkins						
Chair Covers						
		Add These Items				
TOTAL COST						

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Rental Company Worksheet

Items we need for Our Wedding

Page 2 of 4

Item(s)	Description	Color	Quantity	Silver/Stainless	Glass/Crystal	Cost
		Silverware Flatware				
Butter Knives						
Butter Spreaders						
Steak Knives						
Cake Knife & server sets						
Salad Forks						
Dinner Forks						
cocktail Forks						
Cake – Dessert Forks						
Serving Forks						
Teaspoons						
Soup Spoons						
Ice Tea Spoons						
Demitasse Spoons						
Sugar Spoons						
Serving Spoons						
Punch Ladles						
Gravy Ladles						
Ice Tongs						
Fruit Tongs						
Pastry Tongs						
		Glassware				
Champagne flutes						
Red Wine Glasses						
White Wine Glasses						
Water Goblets						
Martini Glasses						
Old Fashion Glasses						
High ball Glasses						
Irish Mugs						
Beer Mugs						
Brandy Snifters						
Cordials						
Pilsners						
Punch cups						
Other						
TOTAL COST						

Rental Company Worksheet

Items we need for Our Wedding

Item(s)	Description	China/Ceramics	Quantity	Silver/Stainless	Glass/Crystal	Cost
		China				
Dinner Plates						
Luncheon Plates						
Salad Plates						
Bread and Butter Plates						
Cake - Dessert Plates						
Soup Bowls						
Fruit Bowls						
Coffee Mugs						
Cups and Saucers						
Demitasse Cups and Saucers						
Creamer and Sugar sets						
Salt and Pepper Shakers						
Serving Platters						
Serving Bowls						
Serving Trays						
		Food Service				
Chafing Dish						
Insert Pans						
Servers with Stands						
Ice Buckets						
Pitchers						
Punch Bowls						
Trays						
Cake Stand						
Coffee Urns: 25 cups						
Coffee Urns: 50 cups						
TOTAL						

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Rental Company Worksheet

Items we need for Our Wedding

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Item(s)	Description	Color	Quantity	Silver/Stainless	Glass/Crystal	Cost
		We Also Need				
Helium Tanks						
Bars						
Lighting						
Sound System						
Dance Floors						
Staging						
Barbeques						
Tents						
Covered Walkway						
Gazebo						
Canopies						
Heating - Cooling						
Umbrellas and Stands						
Grass Matting						
TOTAL COST						

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Rental Company Worksheet

Impressions Following the Interviews with the Rental Company / owner / Manager

On a scale of 1 – 5 (1 being the best 5 the least) they rated:

Interview results	Company 1	Company 2	Company 3
Name			
Our first impression.			
They offer you their business card right away.			
They merit good references.			
They provided us with a complete price list			
They offer us what we want on our terms.			
They guarantee that once we place our order, we'll receive all the items and services we ordered as scheduled.			
We were happy with the customer service we received.			
They are very creative and gave us good ideas.			
They were courteous.			
They were accommodating.			
They were helpful.			
They offered clarification when we asked about anything we were unsure of.			
They were patient while we took notes.			
They are a real company running a real business, full time.			
Their prices are competitive.			
We feel comfortable working with them.			
We checked out their reputation by contacting others.			
We are satisfied.			

Based on our findings, we are ready to choose.

First choice _____

Second choice _____

Third choice _____

Notes and Comments:

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Rental Contract Checklist Worksheet

Prior to the contract we received an item by item bill for our order and agree with it: Yes _____ No _____

We received the contract on: Date: _____ Time: _____ Location: _____

From: Full Name: _____ Title or Position in Company: _____

Contract is signed by: _____ Title or Position in Company: _____

Rental Contract includes date: Yes _____ No _____ Appropriate signature(s): Yes _____ No _____

Rental Contract specifies total payment due: Yes _____ No _____ We agree: Yes _____ No _____

Total amount of down payment \$ _____ Paid by: Check ___ or Credit card ___ We agree: Yes _____ No _____

Total amount of balance due: \$ _____ Will be paid by: Check ___ or Credit card ___ We agree: Yes _____ No _____

The contract specifies the following dates:

- ✓ Date of entering the contract; Yes _____ No _____
- ✓ Dates and times of delivery to and pick-up from:
 - Rehearsal Dinner: Yes _____ No _____
 - Ceremony location: Yes _____ No _____
 - Reception location: Yes _____ No _____
- ✓ Last date to add, or make changes; Yes _____ No _____
- ✓ Dates payments are due as follows: Down payment _____ Payment in full _____

The Contract includes:

Full details about every item we ordered: Yes _____ No _____

Full details about services provided by the Rental Company: Yes _____ No _____

A 3 days cancellation clause allowing us to cancel within 3 days with no penalties: Yes _____ No _____

Full cancellation policy should we cancel after 3 days: Yes _____ No _____ we agree; Yes _____ No _____

Full cancellation policy and procedures if the Rental Company cancels; Yes _____ No _____

Disclosure about Rental Company guarantees: Yes _____ No _____

Additional charges that may be incurred based on: Hourly rates for overtime, Added Assistants, Travel fees,

Gratuity and Tax, Other possible miscellaneous charges: Yes _____ No _____

We agree and accept the contract: Yes _____ No _____

We signed and dated the contract on: Date: _____ Time: _____ Location: _____