

bright

EVENT RENTALS

QUALITY
SERVICE
EXPERIENCE
INNOVATION

Chairs to China

Linens to Lighting

Tables to Tents



Planning Guide



WELCOME TO BRIGHT EVENT RENTALS

Bright Event Rentals is rooted in the concept that events need **quality** equipment, exceptional **service** and dependable, **experienced** execution! We believe creativity, innovation, ease of use and a spirit of partnership are critical to success. Our goal is to stay fresh, **innovative**, and always operate intelligently.

Within these pages is a one-of-a-kind planning guide that contains information and advice you need to organize and execute a successful event. Based on our 30+ years of experience, this guide walks you step-by-step through the planning process; the before, during, and after of your event. If you are an event professional, you'll reach for it as often as your coffee cup. If you're a first-time party planner, you'll find all the tips and tricks you need to work like a pro. Either way, this guidebook is designed to help make sure you cover all the bases and avoid the pitfalls that can lead to last-minute changes, extra costs, and added stress.

We hope you find it useful,

The Bright Team

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REFERENCE GUIDES

This section provides suggestions on the selection and use of various elements to consider when planning your event. For further assistance, please contact us. One of our professional event consultants will be happy to guide you through any decision.

Seating

For any type of party, it is crucial to consider the appropriate amount of space needed to accommodate the number of guests you plan to host. A cocktail party will certainly have different spacing needs than a formal sit-down dinner. Here are some suggestions to help you plan the perfect amount of space necessary for your event.

Cocktail Parties

Standing	6 square feet per person
Partial seating	8 square feet per person

Dinner Parties

Standard banquet tables	8-10 square feet per person
Round tables of 6, 8, 10, or 12	10-12 square feet per person
Classroom seating (rows)	10 square feet per person

Classroom Style Guidelines

Allow 30 inches between tables for seating on one side of the table only. Divide the room area in square feet by 10 for maximum seating.

Theater Style Guidelines

Measuring from chair back to chair back, allow 30 inches between rows of chairs. For maximum comfort, increase the space allowance between rows. Divide the audience seating area in square feet by 10 for maximum seating.

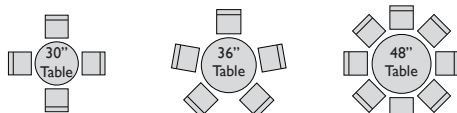
Formulas and dimensions above allow for chair aisles and passage aisles. Increase allowances to accommodate wide traffic aisle(s), columns, service doors and unique room shapes.

tip

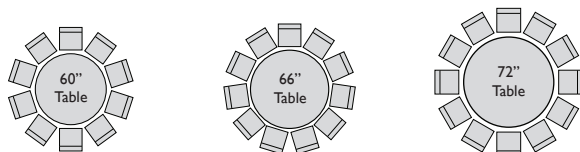
When working with small areas, consider using tall tables with smaller tops that measure 30" or 36". They are the perfect solution to standing while juggling plates and glasses.

ROUND TABLES

- All tables are 30" high except for stand up cocktail tables at 42" tall.
- Table risers may be used to increase 30" high tables to 42" tall.



# OF SEATS		2-4 or 42" tall stand up	4-5 or 42" tall stand up	6-8
LINEN SIZE		96" or 120" round	96" or 120" round	108" round
SPACE NEEDED		7' diameter	8' diameter	9' diameter



# OF SEATS	8-10	9-11	10-12
LINEN SIZE	120" or 132" round	132" round	132" round
SPACE NEEDED	10' diameter	10' diameter	11' diameter



ESTIMATED SEATING CAPACITY:

Multiply length times the width of the area or room to arrive at total square footage.

(example: 40'x40' = 1,600 square feet)

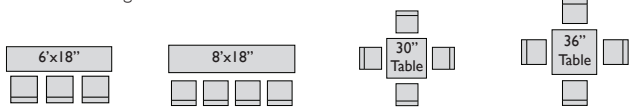
- Buffet seating (every guest seated) Space required 8-10 SQ. FT. per guest
- Sit-down served seating Space required 10-12 SQ. FT. per guest
- Cocktail seating Space required 5-8 SQ. FT. per guest
- Theater-style seating Space required 5-8 SQ. FT. per guest

This method of figuring allows for chair and passage space. However, it does not include space for buffets, bar, dance floor; stages, etc. Use this method for a quick approximation only.

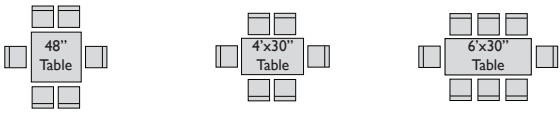
NOTE: Always allow at least 8 to 10 feet clearance around buffets and bars.

RECTANGULAR TABLES

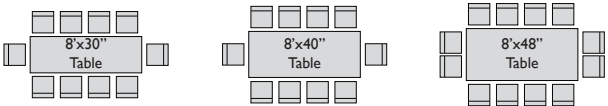
- All tables are 30" high except for stand up cocktail tables at 42".
- Table risers may be used to increase 30" high tables to 42" tall.



# OF SEATS	3	4	4	4
LINEN SIZE	10' banquet or 6' Table drape	12' banquet or 8' Table drape	or 42" tall standup 96" or 120" round	or 42" tall standup 120" or 132" round
SPACE NEEDED	10'x5'	12'x5'	8'x8'	8'x8'



# OF SEATS	4-6	4-6	6-8
LINEN SIZE	120" round	4' Table drape	6' Table drape
SPACE NEEDED	9'x9'	9'x7'	11'x7'



# OF SEATS	8-10	8-10	10-12
LINEN SIZE	8' Table drape	8' Table drape or 4'x8' Kings drape	8' Table drape or 4'x8' Kings drape
SPACE NEEDED	13'x7'	13'x8'	13'x9'

ESTIMATED SEATING CAPACITY:

- FOR BANQUET STYLE SEATING
When using oblong tables divide the room area (SQ. FT.) by 8. These figures are for maximum seating. If space is available for more comfortable seating allow an additional 2 SQ. FT. per person.
- FOR CLASSROOM STYLE SEATING
Divide "student" seating area (SQ. FT.) by 8.
- FOR THEATER STYLE SEATING
Divide "spectator" seating area (SQ. FT.) by 8.

Department of Building & Safety may require chairs to be fastened together to keep aisles clear. This method of figuring allows for chair and passage space. However, it does not include space for buffets, bar, dance floors, stages, etc. Use this method for a quick approximation only.

fyi

We will ask you to confirm a site diagram for each order. This ensures that product placement and/or setup is done to your expectations and within the established time frame.

Table Linens

We've taken great care to provide a palette of linens in colors and textures that will complement any design theme or create the perfect ambiance for any setting. Made with the highest quality fabrics and dyes, our linens consist of true and current colors, and are priced to provide the greatest value for your dollar:

Please see the following pages for charts to help you determine table linen sizes for your project.

Care and Treatment

Our linens are made of high-quality fabrics that require gentle handling and treatment. Please care for them as if they were your own. They are susceptible to damage from obvious culprits such as cigarette burns, wine stains, food stains, and candle wax. They are also highly susceptible to damage from tearing, so please do not use pins or staples of any kind with the linens. Here are a few things to remember when using candles, sterno or other open flames around table linens.

- * Use plastic tea light votives with a base or votive holder. Metal cups heat up and will damage linen.
- * Snuff, don't blow out candles and wait for them to cool before removing. Wax is as damaging as flame to linens.
- * Check with us about safe alternatives such as realistic looking LED candles.
- * Make sure sterno cups sit in their holders under chafing dishes. Hot sterno cups will melt or singe fabric.

Damage from wax and flame are not covered by our Damage Waiver. They render the linen un-usable and in turn, we have to charge you the full replacement cost. Hopefully, by being aware of the problem and making a few changes, you can keep your event damage free.

Storage and Return

With every linen order, you will receive both a blue linen return bag (for linen, napkins and pillows) and a gray hanger return bag for recycling hangers. Before replacing linens in blue bags, please be sure to shake the linens off to remove any remaining food crumbs or other debris. If linens are damp or wet, let them air-dry before placing them in the bags, helping to prevent mildew or other damage that could result in additional charges. Never place linens inside a plastic garbage bag, as they can easily be confused as trash. Please do not leave linens exposed on the ground where they can become stained by dirt, grass or shoe prints. Once you have accounted for and bagged all linens, be sure to place the bags with your other rental equipment for counting and inspection at the time of pickup or return.

TABLE LINENS SIZING – ROUND TABLES

Table Size [‡]	Size	30" Rnd	30" Rnd x 42" Tall	36" Rnd	36" Rnd x 42" Tall	48" Rnd	60" Rnd	66" Rnd	72" Rnd
Linen Size									
Round	96"	to the floor with 3" tuck	33" drop (9" from the floor)	to the floor	30" drop (12" from the floor)	24" drop (6" from the floor)	18" drop (12" from the floor)	15" drop (15" from the floor)	12" drop (18" from the floor)
	108"	N/A	39" drop (3" from the floor)	to the floor with 6" tuck	36" drop (6" from the floor)	to the floor	24" drop (6" from the floor)	21" drop (9" from the floor)	18" drop (12" from the floor)
	120"	N/A	to the floor with 12" tuck	to the floor with 12" tuck	to the floor	to the floor with 6" tuck	to the floor	27" drop (3" from the floor)	24" drop (6" from the floor)
	132"	N/A	to the floor with 12" tuck	to the floor with 18" tuck	to the floor with 6" tuck	to the floor with 12" tuck	to the floor with 6" tuck	to the floor with 3" tuck	to the floor
Square	60" x 60"	top cloth	top cloth	top cloth	top cloth	top cloth	top cloth	top cloth	top cloth
	84" x 84"	N/A	top cloth corners have 2" tuck	N/A	top cloth corners 2" from floor	top cloth corners have 5" tuck	top cloth corners 1" from floor	top cloth corners 4" from floor	top cloth corners 7" from floor
Table Skirting		8'	N/A	10'	N/A	13'	16'	18'	19'
Skirt Clips Required		9	N/A	11	N/A	14	17	18	20

TABLE LINENS SIZING – BANQUET / CONFERENCE TABLES

Table Size [‡]	Size	4' Banquet (30"x48')	6' Banquet (30"x72')	8' Banquet (30"x96')	4'x6' Banquet	4'x8' Banquet	6'x18' Conference	8'x18' Conference
Linen size								
Banquet 10'	60" x 120"	15" drop on sides, 6" tuck on ends	15" drop on sides, 24" on ends	15" drop on sides, 12" on ends	6" drop on sides, 24" on ends	6" drop on sides	21" drop on sides, 24" on ends	21" drop on sides, 12" on ends
Banquet 12'	72" x 144"	N/A	21" drop from sides, 6" tuck on ends	21" drop on sides, 24" on ends	12" drop on sides, 6" tuck on ends	12" drop on sides, 24" on ends	27" drop on sides, 6" tuck on ends	27" drop on sides, 24" on ends
Draping Cloths to the floor	N/A	to the floor 90"x108" "4' drape"	to the floor 90"x132" "6' drape"	to the floor 90"x156" "8' drape"	to the floor 108"x132" "4'x6' drape"	to the floor 108"x156" "4'x8' drape"	N/A	N/A
Square	60" x 60"	top cloth	top cloth	top cloth	top cloth	top cloth	N/A	N/A
	84" x 84"	top cloth	top cloth	top cloth	top cloth	top cloth	N/A	N/A
Table Skirting	N/A	13' all sides 10' (3 sides)	17' all sides 11' (3 sides)	21' all sides 13' (3 sides)	20' all sides 14' (3 sides)	24' all sides 16' (3 sides)	15' all sides 9' (3 sides)	19' all sides 11' (3 sides)
Skirt Clips Required	N/A	14' all sides 11' (3 sides)	18' all sides 12' (3 sides)	22' all sides 14' (3 sides)	21' all sides 15' (3 sides)	25' all sides 17' (3 sides)	16' all sides 10' (3 sides)	20' all sides 12' (3 sides)

[‡] Please Note: Standard table height is 30"

TABLE LINENS SIZING – SQUARE / SERPENTINE TABLES



Table Size*	Size	30" x 30" Square	30" x 30" Square x 42" Tall	3' x 3' Square	4' x 4' Square	5' x 5' Square	4' Serpentine	5' Serpentine
Linen Size								
Round 96"	60" x 120"	to the floor with 6" tuck	N/A	to the floor	24" drop (6" from the floor)	18" drop (12" from the floor)	N/A	N/A
Round 108"	72" x 144"	to the floor with 12" tuck	39" drop (3" from the floor)	to the floor with 6" tuck	to the floor	24" drop (6" from the floor)	N/A	N/A
Round 120"	N/A	to the floor with 18" tuck	to the floor with 3" tuck	to the floor with 12" tuck	to the floor with 6" tuck	to the floor	N/A	N/A
Round 132"	N/A	to the floor with 24" tuck	to the floor with 9" tuck	to the floor with 18" tuck	to the floor with 12" tuck	to the floor with 6" tuck	N/A	N/A
Draping Cloths to the floor	N/A	N/A	N/A	to the floor 108" x 108" "4' x 4' Drape"	to the floor 108" x 108" "5' x 5' Drape"	N/A	King Drapes 108x156"	King Drapes 108x156"
Square	60" x 60"	top cloth 15" drop	top cloth 15" drop	top cloth 12" drop	top cloth 6" drop	N/A	N/A	N/A
	84" x 84"	top cloth 27" drop	top cloth 27" drop	top cloth 24" drop	top cloth 18" drop	top cloth 12" drop	N/A	N/A
Table Skirting	N/A	N/A	N/A	12' all sides 9' (3 sides)	16' all sides 12' (3 sides)	20' all sides 15' (3 sides)	15' all sides 12' (3 sides)	17' all sides 13' (3 sides)
Skirt Clips Required	N/A	N/A	N/A	13' all sides 10' (3 sides)	17' all sides 13' (3 sides)	21' all sides 16' (3 sides)	16' all sides 13' (3 sides)	18' all sides 14' (3 sides)

* Please Note: Standard table height is 30"

NOTES:

Staging

Staging can provide an important focal point at any event, whether it's for a wedding, gala, band, auction, fashion show or presentation. With modular stage pieces to work with, Bright Event Rentals can not only manage a multitude of sizes and heights, but also provide rounded and corner stage sections to meet your staging needs and maximize the available room space.

4 x 8 Stage Section Chart

Quantity of 4' x 8' Sections

size	8'	16'	24'	32'	40'	48'	56'
4'	1	2	3	4	5	6	7
8'	2	4	6	8	10	12	14
12'	3	6	9	12	15	18	21
16'	4	8	12	16	20	24	28
20'	5	10	15	20	25	30	35
24'	6	12	18	24	30	36	42
28'	7	14	21	28	35	42	49
32'	8	16	24	32	40	48	56
36'	9	18	27	36	45	54	63
40'	10	20	30	40	50	60	70

4 x 4 Stage Section Chart

Quantity of 4' x 4' Sections

size	4'	8'	12'	16'	20'	24'	28'	32'	36'	40'
4'	1	2	3	4	5	6	7	8	9	10
8'	2	4	6	8	10	12	14	16	18	20
12'	3	6	9	12	15	18	21	24	27	30
16'	4	8	12	16	20	24	28	32	36	40
20'	5	10	15	20	25	30	35	40	45	50
24'	6	12	18	24	30	36	42	48	54	60
28'	7	14	21	28	35	42	49	56	63	70
32'	8	16	24	32	40	48	56	64	72	80
36'	9	18	27	36	45	54	63	72	81	90
40'	10	20	30	40	50	60	70	80	90	100

Note: stage skirting and steps also available

dance floors

Generally 40% of guests will dance at one time.

Allow 12 sq. ft per couple dancing.

Stage height is variable from ground level to 36" in height.

DANCE FLOOR RECOMMENDATIONS

3' X 3' SECTIONS

Floor Size	# of Couples	# of Sections
9 x 9	8	9
9 x 12	11	12
9 x 15	13	15
9 x 18	16	18
9 x 21	18	21
9 x 24	21	24
12 x 12	14	16
12 x 15	18	20
12 x 18	21	24
12 x 21	25	28
12 x 24	29	32
12 x 27	32	36
12 x 30	36	40
15 x 15	22	25
15 x 18	27	30
15 x 21	31	35
15 x 24	36	40
15 x 27	40	45
15 x 30	45	50
18 x 18	32	36
18 x 21	38	42
18 x 24	43	48
18 x 27	49	54
18 x 30	54	60
18 x 33	59	66
21 x 21	44	49
21 x 24	50	56
21 x 27	57	63
21 x 30	63	70
21 x 33	69	77

4' X 4' SECTIONS

Floor Size	# of Couples	# of Sections
8 x 8	6	4
8 x 12	10	6
8 x 16	13	8
8 x 20	16	10
8 x 24	19	12
12 x 12	14	9
12 x 16	19	12
12 x 20	24	15
12 x 24	29	18
12 x 28	34	21
12 x 32	38	24
16 x 16	25	16
16 x 20	32	20
16 x 24	38	24
16 x 28	45	28
16 x 32	51	32
20 x 20	40	25
20 x 24	48	30
20 x 28	56	35
20 x 32	64	40
20 x 36	72	45
24 x 24	58	36
24 x 28	67	42
24 x 32	77	48
24 x 36	86	54
24 x 40	96	60

DANCE FLOOR

Dance floors also can provide an important focal point at your event. We offer modular flooring in several finishes and a wide variety of sizes and configurations.

To determine the appropriate size for your dance floor, follow this simple formula and refer to the chart on the previous page.

- Divide the number of guests you are expecting by 4 to determine the approximate number of dance-floor sections you need. For example: For 100 guests, you need approximately 25 sections. Depending on the shape you want, you could then choose either a 20'x20' or a 16'x24' dance floor.
- For more generous dance-floor space, divide the numbers of guests you are expecting by 3.

DANCE FLOOR CARE

For the protection of any dance floor, please be aware of the following facts:

- Any water or moisture exposure will cause severe damage to any dance floor.
- Long exposure to direct sunlight can warp dance floors (especially vinyl material).
- It is best to minimize the amount of time a dance floor is laid on grass to avoid any damage to the lawn.
- The area where a dance floor is to go should not be watered for at least 24 hours before installation. Any watering systems should be completely turned off until the dance floor has been removed.
- On grass, a layer of visqueen (provided by Bright Event Rentals) is required under the floor to avoid damage from ground moisture.
- An additional layer of visqueen on top of the dance floor is highly recommended to protect against debris and moisture if it is to remain installed for a considerable amount of time after an event—for example, overnight.
- If the dance floor is going in a tent and rain is possible, a sub-floor is strongly recommended.
- Installing a dance floor on uneven ground is not recommended.
- A dance floor going on sand, dirt, or any kind of gravel surface requires a sub-layer of artificial turf, which will border the outer perimeter of the dance floor by three to four feet. This layer adds \$1-2 to the cost of each section of dance floor.

tip

To impress your guests, learn some fun dance steps such as: the Fox Trot, the Waltz, the Jitterbug, the Hustle and the Tango.

TENTING

types of tents



Frame Tent



Pole Tent



Festival Tent



Clearspan Tent

E-Z up canopies

These easy to set up pop-up canopies are perfect for sun shade only. They are not intended to be used in wind or rain.

Tenting can create instant multifunctional spaces almost anywhere. We are dedicated to providing tenting services that exceed your expectations. Our tenting inventory and resources enable us to offer a wide selection of styles and sizes to accommodate all types of events. Our knowledgeable staff will assist you in choosing the correct tenting for any event space, and our well-trained installation crews will successfully complete any tenting project to your required specifications.

Step 1

What size tent do I need for my event? This is the first and most important question about tenting, because you want to be sure to provide adequate space for your guests. To select the ideal tent size for your event, just follow the steps below and refer to the Tent Guest Capacity Chart on page 16.

Step 2

How large is the event area where the tent will need to go? No matter what the surface, you will need to account for tie-down ropes and walkways around the tent. The choices of tent widths are 10, 15, 20, 30, 40, 50, 60 feet and up. Once you establish the maximum width the tent can be, you can determine length. For spaces that are odd-shaped or contain obstacles such as trees or light posts, a combination of tents may be necessary.

Step 3

What kind of event is it and how many guests do you expect? Select the type of event you are planning to calculate how many square feet of covered space to allow for each guest. Then multiply that square footage by the number of expected guests. The result will give you the minimum square feet needed inside your tent.

Cocktail Party

Standing Only	6 square feet per guest
Partial Seating	8 square feet per guest

Banquet

Rectangle Tables	8 - 10 square feet per guest
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Formal Dinner

Round Tables	10 - 12 square feet per guest
Theater or Classroom Seating	10 square feet per guest

Step 4

What else will be going on inside the tent? Be sure to calculate and add the footage needed for special activities, dance floor, staging, buffets, silent auction tables and the like.

Here are some standard examples:

Aisles	3 feet width times required length
6' Bar	100 square feet
8' Buffet	60 square feet (also applies for head table, DJ table and other needs)
Stage	Square feet of stage plus 25% (example: 12'x20' stage = 240 square feet + 60 square feet (25%) = 300 square feet)
Dance Floor	Square feet of dance floor plus 25%

Step 5

What size tent will accommodate your event? Add together the square footage needed from steps 2 and 3. Based on the tent width you determined in step 1, you can now check the Tent Guest Capacity Chart on page 16 to see the tent square footage that comes closest to your required amount.

Here is an example of these elements put together:

Event Space	Can accommodate a tent 40 feet wide
Event Type	Banquet with 80 guests 80 guests x 10 square feet = 800 square feet
Extra Space	One center aisle (3'x30' = 90 square feet) One 6' bar (100 square feet) Two 8' buffet tables, two 8' head tables, and two DJ tables (6 x 60 square feet = 360 square feet) One 16'x16' dance floor (256 square feet + 64 (25%) = 320 square feet) Total extra space needed = 870 square feet
Total Space Needed	800 square feet + 870 square feet = 1,670 square feet

In this example, the overall minimum amount of space you would need is 1,670 square feet. For a tent 40 feet wide, a 40'x40' tent would give you 1,600 square feet, which would be a bit too small. But a 40'x50' tent would give you 2,000 square feet, which would be plenty of space to accommodate your event. As in this case, if the event space permits, it is always preferable to go up in square footage to allow for even more space.

Step 6

It is very important to create a site diagram after you have completed this calculation process. Because there are so many possible options for set up inside of your tent, you will have a much better sense of the space available when you lay it out on paper. This step is also extremely helpful in making sure you will have the space that you need. Our event consultants will be happy to assist you in creating a site diagram as part of your order.

TENT AND ROOM GUEST CAPACITY CHART

Number of Guests	Theater Style With Stage & Seating 8-10 Sq. ft. per Person		Cocktails With Bars & 1/3 Seating 12-15 Sq. ft. per Person		Sit Down Served With Band & Dancing 18 Sq. ft. per Person		Sit Down Buffet With Band & Dancing 20 Sq. ft. per Person	
	Sq. ft.	Size	Sq. ft.	Size	Sq. ft.	Size	Sq. ft.	Size
25	250	15x20	375	20x20	450	20x30	500	20x30
50	500	20x25	750	20x40	900	30x30	1000	20x50
75	750	20x40	1125	30x40	1350	30x50	1500	30x50
100	1000	30x40	1500	30x50	1800	40x50	2000	40x50
125	1250	30x50	1875	40x50	2250	40x60	2500	50x50
150	1500	30x50	2250	40x60	2700	40x70	3000	50x60
175	1750	30x60	2625	40x70	3150	50x70	3500	50x70
200	2000	30x70	3000	50x60	3600	60x60	4000	50x80
225	2250	40x60	3375	50x70	4050	50x80	4500	50x90
250	2500	40x70	3750	50x80	4500	50x90	5000	50x100
275	2750	40x70	4125	60x70	4950	50x100	5500	60x90
300	3000	40x80	4500	50x90	5400	60x90	6000	60x100
325	3250	40x90	4875	50x100	5850	60x100	6500	80x80
350	3500	40x90	5250	60x90	6300	80x80	7000	80x90
375	3750	50x80	5625	60x100	6750	80x90	7500	80x100
400	4000	50x80	6000	60x100	7200	80x90	8000	80x100
425	4250	50x90	6375	80x80	7650	80x100	8500	80x110
450	4500	50x90	6750	80x90	8100	80x110	9000	80x120
475	4750	60x80	7125	80x90	8550	80x110	9500	80x120
500	5000	50x100	7500	80x100	9000	80x120	10000	100x100
525	4250	60x90	7875	80x100	9450	80x120	10500	100x110
550	5500	60x100	8250	80x110	9900	100x100	11000	100x110
575	5750	60x100	8625	80x110	10350	100x110	11500	100x120
600	6000	60x100	9000	80x120	10800	100x110	12000	100x120
625	6250	80x80	9375	80x120	11250	100x120	12500	100x130
650	6500	80x90	9750	100x100	11700	100x120	13000	100x130
675	6750	80x90	10125	100x100	12150	100x130	13500	100x140
700	7000	80x90	10500	100x110	12600	100x130	14000	100x140
725	7250	80x100	10875	100x110	13050	100x130	14500	100x150
750	7500	80x100	11250	100x120	13500	100x140	15000	100x150
775	7750	80x100	11625	100x120	13950	100x140	15500	120x130
800	8000	80x100	12000	100x120	14400	120x120	16000	120x140
825	8250	80x110	12375	100x130	14850	120x130	16500	120x140
850	8500	80x110	12750	100x130	15300	120x130	17000	120x150
875	8750	80x110	13125	100x140	15750	120x140	17500	120x150
900	9000	80x120	13500	100x140	16200	120x140	18000	120x150
925	9250	80x120	13875	100x140	16650	120x150	18500	120x160
950	9500	80x120	14250	120x120	17100	120x150	19000	120x160
975	9750	100x100	14625	120x130	17550	120x150	19500	120x170
1000	9000	100x100	15000	120x130	18000	120x150	20000	120x170

Tent Safety and Fire Permit Information

Arizona & California law requires any tent over 200 square feet to include a Bright Event Rentals Safety Package which includes exit signs, no-smoking signs and fire extinguishers. The pricing for these packages varies depending on the tent size and configuration. Your Bright Event Rentals event consultant can determine the specific cost.

Any tent over 200 square feet may also require a fire permit, depending on the jurisdiction in which your tent is to be installed. Permits must be applied for at least two weeks in advance of the event to be properly processed and generally require a permit fee. For your convenience, Bright Event Rentals can obtain any required fire permits for you, adding a minimal service charge and any required permit fees to your order.

Fire permit information varies for selected jurisdictions.

Lighting and Electrical Power

Lighting is an art, a blend of sensory and technical creation. The simplest of lighting packages can enhance the atmosphere of a party, dramatically transforming an event space. More important, however, are the practical lighting elements, without which an event cannot take place:

- Sufficient light to see within an event space, including all access routes
- Sufficient lighting in support staff areas
- Lighted exit signs
- Secondary power sources for exit lighting in case of a main power source failure

When considering lighting for your event, it is also very important to consider power.

Questions to determine your power needs might include:

- What equipment and lighting will need power?
- How much power will the equipment and lighting need?
- Is power available on site?
- How will power be accessed?

Many older home and commercial facilities have inadequate or unreliable power supplies. In preparing your order, we will be happy to provide a power survey to appropriately determine your power needs.

tip

A HELPFUL PARTY HINT:

Rent. It makes party planning easier. Call on us for professional assistance. We can help design adequate seating and table service and provide all the party ware you will need to ensure a successful party.

Here are some helpful electrical terms:

Amp – A unit of measurement for electrical current. Amps = Watts/ Volts.

Current – A flow of electrical charges. Current describes how many electrons are passing through a wire of some other object at any given moment. The higher the current, the greater the number of electrons are in motion.

Generator – A device for producing electrical current by moving a coil of wire in a magnetic field.

Run – To distribute or carry power from one point to another using extension cords, cables, or other conductors.

Voltage – The pressure behind the flow of electrons in a circuit. Voltage describes how much energy the electrons carry. The higher the voltage, the more energy is required.

Watt – A unit of measurement for heat or electrical power.
Watts = Volts x Amps

Sterno® Fuel Safety Tips

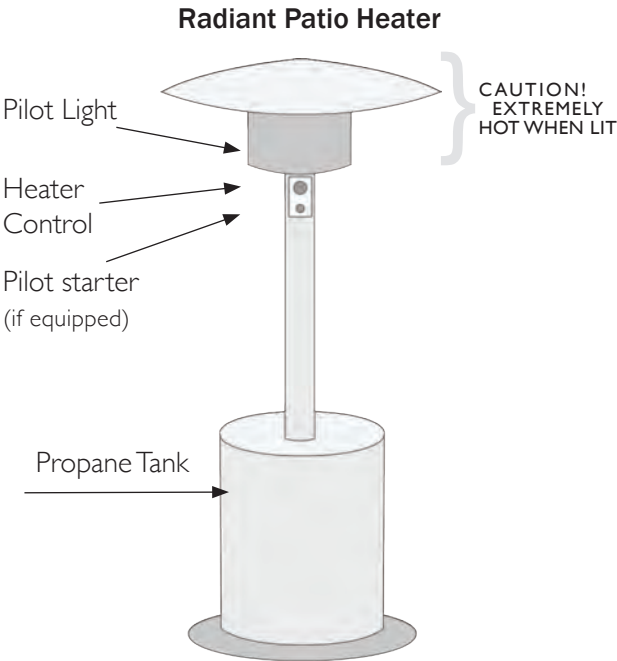
Sterno® is a portable cooking fuel used as a heat source for many catering items such as chafing dishes and hotboxes. It is an odorless formulation of denatured alcohol, water and gel, which is perfectly safe when used as directed. It can become very dangerous, however, when spilled onto objects such as floors, table linens or buffet tops. Here are a few tips to ensure the safety of you and your guests when using Sterno® fuel at your event:

- Always place the canister securely in the equipment before lighting. Use a long-handled match or butane lighter to ignite the fuel.
- Do not touch the canisters while they are hot. Always wait until the canisters are cool.
- Lit Sterno® canisters are best extinguished by depriving them of oxygen. Cover the canister with a metal spatula or lid until the flame goes out. Never use your hands or try to blow out the flame.
- Cover Sterno® spills with a damp cloth or a bowl. DO NOT STEP ON A STERNO® SPILL.
- Be sure to identify the location of fire extinguishers before using Sterno® canisters.
- Use a fire extinguisher to put out any fire caused by Sterno® spills.

NOTE: California Fire Codes require that a "40A2BC" fire extinguisher be readily available when Sterno® fuel is in use.

Radiant Patio Heaters

Radiant patio or "mushroom" heaters are ideal for taking away the evening chill. You can count on a diameter of approximately 15 feet of warmth from each heater. Special instructions on how to properly and safely light and operate Bright Event Rentals heaters come with every heater rental.



Heater Covers

You can dress up the look of your radiant patio heaters with the following:

Custom Velon Treatments

Velon is a special PVC film that you can use in a variety of ways to enhance and decorate your event. On our patio heaters, you can use Velon to wrap the neck and/or base for an aesthetically clean look. The material is available in a range of colors, for an additional fee.

possible oversight

Propane heaters and generators started too early or left running well before the event starts may run out of fuel before the event is over. Extra propane tanks are available for extended use.

tip

Invitations should be mailed at least 4 weeks in advance. This will give your guests time to make plans and to R.S.V.P. Guests also appreciate knowing what to wear, so a simple "casual" or "coat and tie" noted on the invitation will help.

Propane

From heating sources to catering equipment, we offer a wide variety of products that require propane fuel. We also provide the standard fuel needs for all of these products. The following chart provides the fuel requirements and standard burn time of each of our propane products.

PROPANE EQUIPMENT

Burn Duration Times

Item	Description	Propane Tank Size	Standard Burn Time*
Heater	Patio	5 gallons	11 hours
	Tent	10 gallons	8 hours
	Tent	25 gallons	20 hours
Oven	Convection	10 gallons	8 hours
Range	6 Burner	10 gallons	8 hours
Stove	Stockpot	N/A	N/A
	3 Burner	5 gallons	11 hours
	2 Burner	5 gallons	15 hours
	1 Burner	5 gallons	20 hours
BBQ	5' x 2' Deluxe	10 gallons (two)	8 hours
	5' x 2' Big John	10 gallons	8 hours
	4' x 16"	10 gallons	10 hours
	3' x 2'	10 gallons	13 hours

* Standard burn time is calculated by running equipment at maximum output; time may be extended if less than maximum output is used.

NOTES:

TIPS

Bar and Beverage Guide

Every cocktail party needs a well-equipped bar. Make sure yours includes the following items: cocktail shaker, bottle opener, corkscrew, water pitcher, ice cubes, ice bucket, small knife, garnishes for drinks (lemons, limes, cherries, olives, onions) and cocktail napkins.

Glasses

Although highball and old-fashioned glasses have traditionally been the most popular, recent trends indicate the use of more modern and attractive glassware. It is smart to allow one to two glasses per guest.

Liquor

Plan on serving approximately two drinks per guest, per hour at your event. One quart of liquor makes 21 to 28 drinks. While taste preferences vary, the most popular and commonly used liquors today are vodka, tequila, gin, scotch, whiskey, bourbon and rum.

Wine and Champagne

A case of wine or champagne contains 12 bottles, each of which serves four to six glasses, depending on the size of the pour. That means one case can serve 48 to 72 guests.

Punch

One gallon of punch serves approximately 24 people, based on servings of two to three ounces.

Coffee

One pound of coffee yields approximately 60 cups. Be sure to have cream and sugar available.

**Note that these figures are approximations. Consider your guests, their tastes and the weather to help determine your specific beverage needs.*

Types of Wine Glasses

Stemware is an important element to consider when planning your event. Because there are numerous styles of wine glasses, we have provided a short description of each to help you decide what to choose.



Burgundy

Burgundy

This glass is designed for full-bodied red wines with high acidity and moderate tannin levels. The large bowl captures the nuances of the wine's aroma.

Recommended use: Barbera, Barolo, Gamay, Nebbiolo, Pinot Noir, Red Burgundy



Bordeaux

Bordeaux

This glass is perfect for young, full-bodied, complex red wines that are high in tannins. The generous size of the glass emphasizes the fruit and allows the bouquet to fully develop.

Recommended use: Cabernet Franc, Cabernet Sauvignon, Merlot, Red Bordeaux, Rioja, Tempranillo



Pinot Noir

Pinot Noir

This glass directs the flow of wine onto the zone of the tongue which perceives sweetness, thereby highlighting the rich fruit and tempering the high acidity of the wine. The large bowl captures all the nuances of the wine's aroma.

Recommended use: Barbaresco, Barbera, Barolo, Burgundy (red), Gamay, Nebbiolo, Pinot Noir.

Zinfandel

This glass has a varietal-specific shape designed to temper the alcohol and accentuate the rich berry and spicy characteristics of Zinfandel. The shape and size of the bowl help to create the perfect balance of tannins and fruit.

Recommended use: Zinfandel



Zinfandel

NOTES:

Types of Wine Glasses (continued)

Sauvignon Blanc

The distinct bowl shape directs the wine to just the right part of the tongue so each note can be appreciated and savored.

Recommended use: Blanc Fume, Fume Blanc, Rotgipfler, Sancerre, Sauvignon Blanc, Semillon, Spatrot-Rotgipfler and Zierfandler.

Chardonnay

This glass is the perfect size and shape for full-bodied white wines. It lends a perfect balance of fruit and acidity.

Recommended use: Chardonnay, Chenin Blanc, Marsanne, Pinot Blanc, Pinot Gris, Sauternes, Sauvignon Blanc, Viognier, White Bordeaux, White Burgundy

Champagne Flute

This glass is specifically designed to highlight the bouquet of champagne and sparkling wine. The elongated shape accentuates the complexity and richness of vintage champagnes and prestige cuvees alike.

Recommended use: Champagne, Sparkling Wine

Port/Sherry

This glass highlights the sweetness and rich fruit characteristic of dessert wines.

Recommended use: Dessert Wine, Port, Sherry

NOTES:



Sauvignon Blanc



Chardonnay



Champagne

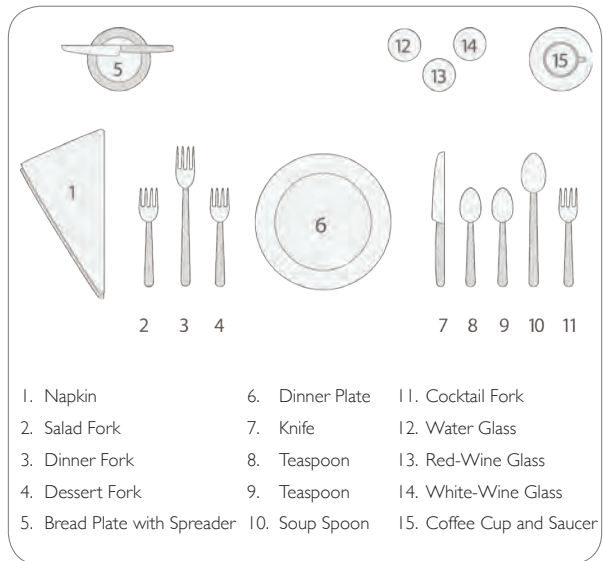


Port/Sherry

Setting the Table

The way a table is set contributes to the ambiance of a meal as much as the food and wine you serve. Special touches such as personalized name cards, seasonal table linens and beautiful centerpieces can help create a theme while enhancing your guests' dining experience. Here are some tips for setting the table with style:

- To decide whether a formal or casual table setting is appropriate, start by determining how many people will be seated and what type of menu you want to serve.
- Take inventory of dinnerware, flatware, and stemware to make sure you have enough to complete your table setting. It is a good idea to anticipate five to ten percent more than your actual number of guests. This overage allows for late additions to your party as well as accidental breakage.
- Make sure that you have all the necessary serving pieces. Consider large platters and bowls, serving forks, spoons, knives, a sugar and creamer set for coffee and tea service and a set of salt and pepper shakers for every table.
- If possible, set up the table(s) a day in advance to ensure that the theme and color scheme come together and no essentials are missing.
- If you are not renting table linens, be sure to press yours ahead of time so they are wrinkle-free for the day of your event.



Basic guidelines for choosing and placing your dinnerware, flatware and stemware:

- The number of plates per setting depends on the tone of your dinner: A formal setting requires three: a bread plate, salad plate and dinner plate. Also consider using a bowl if you are serving soup or pasta. For a casual place setting, you can use any combination of plates.
- Place flatware in the order guests will use it, from the outside in. Place forks to the left of the plate and the knife (blade facing in) to the right. If you are serving soup, place the spoon to the right of the knife.
- Place glassware above the plate to the right.
- You can fold and place napkins on the plate, under the plate or to the left of the plate.

WORKING TOGETHER

Reservations and Rental Rates

Rates

The Base Rental rate cover a period of up to five days, allowing delivery or client pickup two (2) days before and return two (2) days after the event. See below for additional fees for longer rental periods. Prices are subject to change without notice.

Time Out	Rate
1-5 days	Base Rental Rate
6-7 days	Base Rental Rate x 1.5
8-14 days	Base Rental Rate x 2
15-21 days	Base Rental Rate x 3
22-31 days	Base Rental Rate x 4

Deposits, Confirmations, and Cancellations

A 50% deposit is required, along with a credit card number, to reserve inventory for your event with the balance due three (3) days before installation, customer will call or delivery. We will send you a secure link to review and sign your rental contract via our software partner, Sign & Rent. We do require that you confirm your contracts electronically as soon as possible.

A 50% cancellation charge will apply to any rental items canceled less than ten (10) days before delivery or will call pickup. A 100% cancellation charge will apply to items canceled less than three (3) days before delivery or customer will call pickup. No credit will be issued for mutually agreed upon custom items or event-driven purchases; these items are subject to payment in full at time of reservation for all clients and are non-refundable. **No credit will be given for unused items.** Unless the order has been confirmed and reserved, all prices and availability are subject to change.

Delivery and Pickup

Delivery charges are based on a combination of distance and total cost of the rentals as well as the time specific window for our arrival or pickup. Bright delivers to some of the most spectacular event settings. Some of these locations have driveways which might be difficult for our delivery trucks to navigate successfully. Low hanging branches, narrow bridges and tight corners can pose a hazard. To ensure your delivery location can accommodate, read more about our truck sizes here or ask your event consultant for more information.

Equipment Protection Plan (Damage Waiver)

Customer has the option to accept Bright's Equipment Protection Plan. If Customer accepts the Equipment Protection Plan, then Bright waives all claims against Customer for accidental breakage or damage to Rental Items, **with the exception of third-party sub rental items**, that occurs despite usage and handling with reasonable care. Items not returned to Bright within seven (7) days after your event are billed the full replacement cost. Speak with your Bright event consultant to learn more.

The Equipment Protection Plan is not insurance and it does not cover:

- Rental items not returned
- Theft
- Damage resulting from vandalism or intentional or improper misuse
- Damage resulting from failure to secure Rental Items during transport, overloading or exceeding the rated capacity of the Rental Items
- Damage to motors or other electrical appliances or devices caused by artificial current
- Any damage resulting from overturning
- Any damage resulting from use of the Rental Items in violation of any provision of this Agreement or violation of any law, ordinance or regulation
- Any damage due to weather
- Any Damage to third party sub rental items or specialty linens

Portage

Portage is charged if the equipment drop off location is 100 feet or more from where Bright's truck can safely park to where equipment needs to be placed/dropped. The portage fee is 7% of the total order if determined in advance of delivery. If a client does not provide requested long carry/portage information in advance, the client will be charged a 10% portage fee. Portage is charged on the retail cost of the items that BRIGHT is physically placing 100 feet or more from the truck or if delivery/pick up requires use of an elevator, stairs, or sand carry.

Delivery Rates

When you place an order, your Event Consultant can help determine your exact delivery and pickup zone. All rates are determined on a per-truck basis. Additional deliveries and pickups are subject to an additional charge.

Understanding the Bottom Line

Rentals	\$3,346.50
Custom/Sub-Rentals	\$175.00
Sales	\$115.00
Delivery/Pickup	\$300.00
Labor	\$0.00
Damage Waiver	\$501.98
Sales Tax	\$9.86
Total	\$4,499.32
Total Paid	\$1,950.80
Est Amount Due	\$2,498.52

Rentals: Total cost of rentals from Bright Event Rentals

Custom/Sub-Rentals: Total cost of custom build and/or sub-rental from third party vendor

Sales: Total cost of one-time use items

Delivery/Pickup: Total cost of delivery/pickup fees

Labor: Total cost of man labor

Damage Waiver: pre-paid waiver for damaged rental items

Sales Tax: Total tax cost from sales item

NOTES:

Creating a Successful Event

The key to creating a successful event is for us to work together as a team. We are committed to understanding your overall expectations as well as your detailed specifications. Your role as the client is very important in this process. Here are some tips on how you can help us make your event *simply excellent*.

Client Responsibilities

Your three critical areas of focus as a Bright Event Rentals client are:

Complete Planning

Placing a complete, accurate order with us prevents the most common cause of problems – last-minute changes. They are the single greatest threat to the success of an event.

Our commitment to you is to plan and schedule every item of inventory for your order well in advance to ensure that you receive clean, high-quality products. We also commit to planning and scheduling deliveries and pickups well in advance to ensure 100-percent on-time performance.

Ordering Early

Placing your order with us well in advance of the event helps to eliminate hasty decisions. It provides the time for you and our team to work together as a team to design and deliver a successful event. Ordering early also increases the likelihood that the products and delivery and pickup times you want will be available.

NOTES:

Verifying the Order

What is written on the contract is our only method of knowing what you have ordered. So it is **critical** that you personally review each and every line of your order, and then provide us with a signed copy to verify that it is accurate and complete. Our policy is to perform this final order review with you no later than one week before the event. At that time, we will go over every item on the order with you, make any changes or additions you require and finalize the order by receiving your signature.

Before finalizing your order, we must receive **complete** delivery and pickup information, including the name and reachable phone numbers of the on-site contact, driving directions, gate codes, parking locations for our vehicles and specific drop-off locations. If we are providing setup and breakdown services, it is mandatory that we receive a complete site diagram at the time of the final order verification, if not earlier.

In addition to the three critical areas of focus, a successful event also depends on these key steps:

Delivery Responsibilities

At this point, you assume possession of and responsibility for all products ordered. You should:

- Receive, inspect and count every product delivered by Bright Event Rentals.
- Ensure that your Bright Event Rentals driver confirms accurate product quantities per the delivery documentation.
- Sign for the verified order on the delivery documentation.
- Identify and understand how to handle and use all delivered products.

Pickup Responsibilities

At this point, possession of and responsibility for all products ordered transfers back to Bright Event Rentals. To assist in completing this process you should:

- Place all products in the pre-designated pickup location.
- Place glasses upside-down in the glass racks provided. Rinse plates and place them in the racks provided. Rinse all flatware.

Note: *Please include any broken or damaged items with the other products for pickup.*

- Shake out food crumbs and debris from all linens and place them in the Bright Event Rentals linen bags provided. To prevent mildew, please air-dry all damp linens before placing them in the bags.
- Be sure to return all racks, boxes, bags and other packing materials.
- Count and inspect every product with your Bright Event Rentals driver.
- Ensure that your Bright Event Rentals driver confirms accurate product quantities per the pickup documentation.

- Sign for the verified quantities on the pickup documentation. If you or your on-site contact are not present at the appointed pickup time, the Bright Event Rentals pickup product counts will be the final ones. Any missing items will be billed accordingly.
- Communicate to your Bright Event Rentals driver if anything did not work well or meet your expectations at the event.

Will Call

Please Note: All client responsibilities also apply to Will Call orders.

- Will call items must be transported in an appropriately sized vehicle and strapped to prevent damage during transport. It is the renter's responsibility to secure and protect the equipment.
- Moving blankets will be made available. In the event blankets are not returned, a \$25 fee per blanket will be assessed for each non-returned blanket
- Items must be returned in the same box, crate and/or glass rack as received.
- Rental equipment not returned on the scheduled day will add another full rental charge for each 24-hour period.

NOTES:

Showrooms throughout CA, TX, & AZ

Southern California Showroom

Los Angeles

1640 West 190th Street
Los Angeles, CA 90501
310.202.0011 | sales-la@bright.com

West Los Angeles

10531 West Pico Boulevard
Los Angeles, CA 90064
310.202.0011 | sales-la@bright.com

Santa Barbara

1120 Mark Avenue
Carpinteria, CA 93013
805.566.3566 | sales-sb@bright.com

Orange County

3101 South Harbour Boulevard
Santa Ana, CA 92704
714.540.6111 | sales-oc@bright.com

San Diego

7069 Consolidated Way Suite 300
San Diego, CA 92121
858.496.9700 | sales-sd@bright.com

Palm Springs

72-009 Metroplex Drive
Thousand Palms, CA 92276
760.343.5110 | sales-ps@bright.com

Northern California Showroom

San Francisco/Bay Area

145 Park Lane
Brisbane, CA 94005
415.570.0470 | sales-sf@bright.com

St. Helena

115 Main Street
St. Helena, CA 94574
707.940.6060 | sales-son@bright.com

Sonoma/Napa

22674 Broadway Suite A
Sonoma, CA 95476
707.940.6060 | sales-son@bright.com

Healdsburg

139 Healdsburg Avenue
Healdsburg, CA 95448
707.940.6060 | sales-son@bright.com

Texas Showroom

Austin

4101 Smith School Road
Building 3, Suite 200
Austin, TX 78744
737.214.7018 | sales-aus@bright.com

Dallas

2250 Lion Country Parkway
Building 2, Suite 160
Grand Prairie, TX 75050
469.217.6942 | sales-dal@bright.com

Houston

3800 West 11th Street
Houston, TX 77055
346.209.4537 | sales-hou@bright.com

San Antonio

10717 N Interstate 35
San Antonio, TX 78233
210.940.3617 | sales-sa@bright.com

Arizona Showroom

Phoenix

3103 East Broadway Road #400
Phoenix, AZ 85040
602.232.9900 | sales-phx@bright.com

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