

PLANNING GUIDE





WELCOME TO BRIGHT EVENT RENTALS

Whether you plan events every day or once in a lifetime, Bright Event Rentals is your full-service rental company for occasions of any size in Northern California. We offer an extensive product collection that enables you to express your own unique style. We also have the experience to know what makes a party successful from the inside out, and we've translated that into a planning process that makes everything come together with ease. You can count on us to deliver the products and services that will make your preparation simpler – and your occasion excellent in every way.

This one-of-a-kind planning guide contains information and advice you need to organize and execute a successful event. Based on our 30+ years of experience, it walks you step-by-step through the planning process: the before, the during and the after your occasion. If you're 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.

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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.

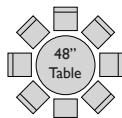
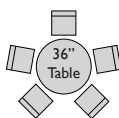
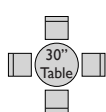
Formulas and dimensions above allow for chair aisles and passage aisles. Increase allowances to accommodate wide traffic aisle(s), columns, service doors and unique room shapes.

tip

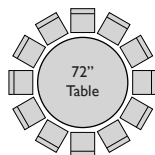
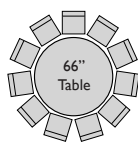
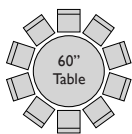
When working with small areas, consider using 30" or 36" tall tables. They are the perfect solution to standing while juggling plates and glasses.

ROUND TABLES

- Tables are plywood with a varnished top.
- 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.
- 48" to 72" round tables have a center umbrella hole.



# 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)

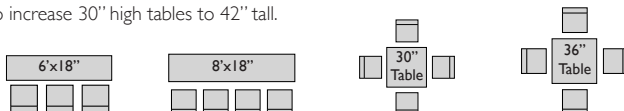
- | | |
|---------------------------------------|--|
| • Buffet seating (every guest seated) | Space required 8-10 SQ. FT. per guest |
| • Sit-down served seating | Space required 10-12 SQ. FT. per guest |
| • Cocktail seating | Space required 5-8 SQ. FT. per guest |
| • Theater-style seating | Space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

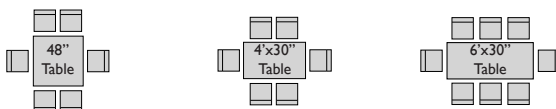
NOTE: Always allow at least 8 to 10 feet clearance around buffets and bars.

RECTANGULAR TABLES

- Tables are plywood with a varnished top.
- 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 insures 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

For your convenience, any linen order will come with Bright Event Rentals linen bags. They not only enable easy storage and transport, but also help ensure complete return. Before replacing linens in the 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" x 48")	6' Banquet (30" x 72")	8' Banquet (30" x 96")	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	to the floor "4' Serpentine Drape"	to the floor "5' Serpentine Drape"
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

3' X 3'

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'

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



Octagonal 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.

note

RENTAL RATES

All rates are based on a 72-hour period with weekends considered as a one-day rental.

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

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

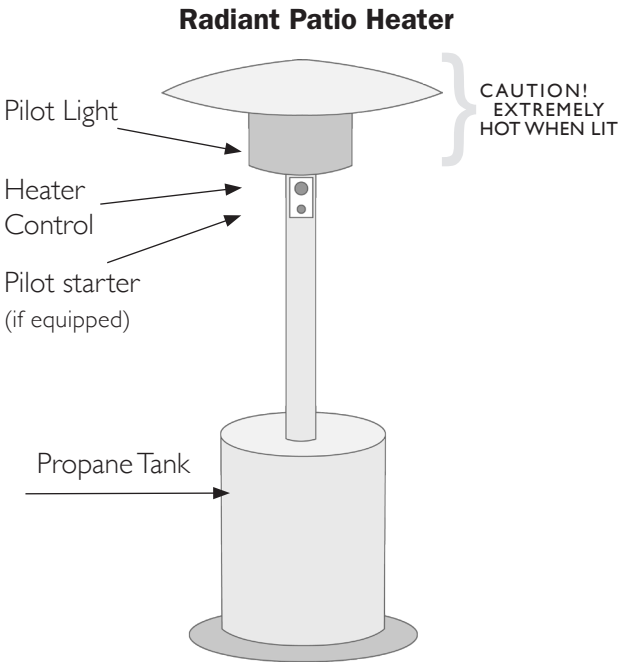
Sterno® is a portable cooking fuel used as a heat source for many catering items such as chafing dishes and hotboxes. It is an odorless formulation of denatured alcohol, water and gel, which is perfectly safe when used as directed. It can become very dangerous, however, when spilled onto objects such 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:

Area Weather

The following charts can help you estimate what the outdoor weather will be like in your area at the time of your event. This will provide you with a good indication of whether tenting and/or heating may be needed for an outside event.

CLIMATE SUMMARY – SONOMA, CALIFORNIA

Monthly Normals

Month	Minimum	Maximum	Mean	Precipitation
January	37°	58°	48°	6.52"
February	40°	64°	52°	6.10"
March	41°	67°	54°	4.64"
April	43°	72°	58°	1.55"
May	46°	78°	62°	0.79"
June	50°	86°	68°	0.18"
July	52°	90°	71°	0.05"
August	52°	89°	71°	0.12"
September	50°	87°	69°	0.33"
October	46°	80°	63°	1.68"
November	41°	67°	54°	4.22"
December	37°	59°	48°	4.46"
Annual	45°	75°	60°	30.64"

CLIMATE SUMMARY – NAPA, CALIFORNIA

Monthly Normals

Month	Minimum	Maximum	Mean	Precipitation
January	39°	57°	48°	5.35"
February	42°	62°	52°	5.03"
March	43°	65°	54°	4.09"
April	45°	71°	58°	1.45"
May	9°	75°	62°	0.78"
June	3°	81°	67°	0.16"
July	55°	83°	69°	0.05"
August	55°	82°	69°	0.11"
September	53°	82°	68°	0.41"
October	49°	76°	63°	1.43"
November	43°	64°	54°	3.72"
December	39°	57°	48°	3.88"
Annual	47°	71°	59°	26.46"

fyi

Food temperature and preparation is culturally specific. For example, Americans traditionally drink their coffee hot. In Europe, you will find coffee served warm to lukewarm.

note

SPECIAL PACKAGING:

All items are specially and carefully packaged for cleanliness and safe transport. For example, china and glasses come packed in special racks and flatware in poly-bags in sets of 10.

CLIMATE SUMMARY – ALEXANDER VALLEY

Monthly Normals

Month	Minimum	Maximum	Mean	Precipitation
January	39°	57°	48°	8.65"
February	42°	62°	52°	8.08"
March	44°	66°	55°	6.54"
April	46°	73°	59°	2.24"
May	50°	80°	65°	1.06"
June	53°	87°	70°	0.17"
July	54°	90°	72°	0.07"
August	54°	88°	71°	0.13"
September	53°	84°	69°	0.55"
October	49°	76°	63°	2.12"
November	43°	64°	54°	6.04"
December	39°	57°	48°	6.50"
Annual	47°	74°	61°	42.15"

NOTES:

Glass and China Rack Capacities

Clients often ask us how many glasses fit in a storage rack. The following chart provides a quick reference for answering your most common questions.

Item	Description	Size	Rack Capacity	Item	Description	Size	Rack Capacity
Riedel Vinum	Burgundy	22 oz.	16	Venetian	Tumblers	7 oz.	25
	Bordeaux	21 oz.	16		Flute	6 oz.	36
	Zinfandel	13 oz.	25	Platinum Rim	Martini Glass	10 oz.	12 and 20
	Chardonnay	12 oz.	25		Gold Rim	Flute	8 oz.
	Montrachet	21 oz.	16	Glass		14 oz.	25
	Sauvignon Blanc	12 3/8 oz.	25	Glass	18 oz.	20	
	Water Glass	13 oz.	25	Martini Glass	10 oz.	12	
	Flute	9 1/8 oz.	36	Water	28 oz.	16	
Riedel Ouverture	Red Wine	18.5 oz.	20	Gemstone	Glass	16 oz.	25
	White Wine	12 3/8 oz.	25		Martini Glass	10 oz.	12
	Water Glass	12 oz.	25	Smoked	Water Goblet	12 oz.	16
	Port	6 oz.	36		Tumbler	20 oz.	16
	Champagne Flute	9 oz.	36		Dbl Old Fashioned	16 oz.	16
Riedel Restaurant	Chardonnay	12 oz.	25	Soho	Wine Goblet	12 oz.	16
	Zinfandel	13 oz.	25		Dbl Old Fashioned	14 oz.	16
	Bordeaux	21 oz.	16		Hi-Ball Glass		25
	Pinot Noir	24 oz.	16		Designer	Flute	5.5 oz.
Riedel "O"	Syrah Glass	22 oz.	16	All Purpose		9.5 oz.	25
	Sauvignon Blanc	13 oz.	25	Pilsner		12.5 oz.	25
Vinea	Cognac/Burgandy	20 oz.	16	Dbl Old Fashioned		14 oz.	16
	Fine Wine	Port/Sherry	4 oz.	49		Martini Glass	8.5 oz.
Glass		8 oz.	25	Midtown Martini		12 oz.	9
Glass		13 oz.	25	Tall Cooler Glass		11.5 oz.	49
Water Goblet		12 oz.	25	Shot Glass		2 oz.	36
Flute		6 oz.	36	Shot Gls Shooter		4 oz.	36
Vintage Etched		Glass	6 oz.	25		Iris Green Marg	8 oz.
	Glass	10 oz.	16	Traditional Barware	Martini Glass	6 oz.	16
	Flute	10 oz.	36		Margarita	8.5 oz.	12
	Camelot	All Purpose	12 oz.		20	Pilsner Glass	10 oz.
Flute		9 oz.	25		Hi-Ball	8 oz.	36
Catalina	Water Glass	12 oz.	16		Hi-Ball	10 oz.	36
	Flute	12 oz.	36		Hi-Ball	15 oz.	25
	Glass	8 oz.	25		Old Fashion	8 oz.	25
Catalina	Glass	13 oz.	25		Dbl Old Fashioned	14 oz.	25
	Glass	13 oz.	25		Tall Cooler	12 oz.	25
	Water Glass	14 oz.	25		Mason Pint Jar	16 oz.	16

Glass and China Rack Capacities Continued

Item	Description	Size	Rack Capacity
Cups & Mugs	Clear Glass & Stainless Coffee Mug	6 oz.	25
	Clear Glass & Stainless Espresso Cup	3 oz.	36
	Clear Glass Coffee Mug	10 oz.	20
	Irish Coffee Mug	9 oz.	25
	China Footed Coffee Cups	6 oz.	20
	China Coffee Cups	6 oz.	25
	China Espresso Cups	3 oz.	36
	Country Collection Mugs	12 oz.	16
	Portofino Collection Mugs	14 oz.	16
	Sonoma Collection Mugs	14 oz.	9
	Tuscan Olive Mugs	14 oz.	16
	Verona Collection Mugs	12 oz.	16
	White China Mug	12 oz.	16
	White China & Pewter Coffee Mug	10 oz.	16
	White China Shooter 2 “	2 oz.	36
Misc.	Atlantis Desert Dish		16
	Bormioli Carafes	1 Liter	16
	Carafes	1 Liter	16
	Glass Pitcher	60 oz.	9
	Glass Votive Holders		36

TIPS

This section contains fun and useful information for planning the details of your successful event. From wine and food pairings to toasts to creative napkin folds, these added elements provide the finishing touches that make an event personal and memorable.

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, such as our line of designer cocktail glasses and tumblers. 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.*

Wine and Food Pairings

An essential element of any great meal is creating the perfect partnership between wine and food. There are endless possibilities. Here are a few suggestions that will help you start planning the menu for your event.



Burgundy



Bordeaux



Pinot Noir



Zinfandel

Sparkling Wine/Champagne

Smoked Salmon, Halibut, Ahi Tuna, Prawns, Calamari, Quail, Many Cheeses and Desserts

Riesling

Sea Bass, Snapper, Trout, Scallops, Crab, Pheasant, Turkey, Quail, Sausage

Sauvignon Blanc

Halibut, Ahi Tuna, Mussels, Clams, Oysters, Caviar, Prawns, Chicken

Merlot

Pork, Beef, Veal, Rabbit, Quail, Pheasant, Pastas

Syrah

Beef, Duck, Venison, Pâté, Rabbit, Squab, Chicken, Duck

Pinot Noir

Salmon, Quail, Tuna, Squab, Pheasant, Chicken, Veal, Lamb, Pork, Venison, Roast Duck, Wild Mushrooms

Zinfandel

Squab, Game Hen, Venison, Chicken, Pork, Veal, Swordfish, Beef, Lamb

Cabernet Sauvignon

Beef, Venison, Goose, Duck, Lamb, Squab, Veal, Pork

Chardonnay

Swordfish, Salmon, Crab, Prawns, Scallops, Escargot, Lobster, Rabbit, Chicken, Quail, Game Hen, Sweetbreads

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

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

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

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

Montrachet

Offering a larger volume, the Montrachet glass recalls the intensity and the wine's layers of aroma. The size of the bowl enables the rich bouquet to develop its wonderful diverse range of aromas, emphasizing the finesse, while minimizing the risk of it becoming over-concentrated.

Recommended use: Chardonnay, Corton-Charlemagne, Meursault, Montrachet, Morillon, Neuburger, Neue Welt, Chardonnay, Pouilly-Fuisse, Riesling, Riesling Smaragd, St. Aubin, Sauvignon Blanc and Smaragd.

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:



Montrachet



Sauvignon Blanc



Chardonnay



Champagne



Port/Sherry

party tip

TOASTING:

You can participate in a toast without having alcohol. Children, teens, young adults and others who don't drink can raise a glass of milk or water. It's traditional that the person proposing the toast stand. The person to whom the toast is proposed remains seated. He may hold the glass but does not raise it. Then the person who was toasted rises and responds with a toast to which they may drink.

Serving Wine

Many people feel intimidated by the idea of serving wine at their event. There is no need to feel this way. The process of serving and drinking wine should be one of complete informality and ease, unless you happen to have a rare or older wine, which requires greater planning and care. Here are some basic guidelines that will help demystify wine.

Wine Temperatures

- Ideally, red wines should be stored and served at 65 degrees Fahrenheit. Before serving, allow the bottle to stand upright for at least 30 minutes, which will allow any sediment to settle.
- White and Rosé wines should be served slightly chilled, at around 50 degrees Fahrenheit. Placing the bottle in the refrigerator one to two hours before your event will bring the wine to the appropriate temperature.
- Champagnes and sparkling wines take longer to chill and should be allowed to rest in the refrigerator for at least three hours before serving.

Opening

- The flavors of a red wine are greatly enhanced if the bottle is uncorked about one hour before the meal. That's because wine is a living body that lies dormant in the bottle waiting to be opened. Once the bottle is uncorked, the wine is awakened and begins breathing. The oxygen from the air activates the development of the bouquet and the flavor. Allowing the wine to breathe for at least one hour gives it depth and smoothness. You may also want to consider decanting the wine.
- White and Rosé wines are much more delicate than reds. They tend to lose their freshness if exposed to the air for any length of time, so open the bottle just before serving.

Serving

- Wine should be poured just before the food is brought to the table. At many events, guests will already have a glass in hand. Make sure they have a fresh glass at their seat.
- When serving, be careful not to over pour. Wine glasses should be about half full at all times.

Giving a Toast

The English term "toast" has been traced to the 17th century and originally referred to the custom of drinking to the ladies. In Stuart times, it was the practice to put a piece of toast in the cup in the belief that it improved the flavor of the wine.

Long before then, however, drinkers would lift a glass of beer to offer a toast for just about any occasion. Who hasn't been asked to "say a few words" at a wedding, to find the right words to send a friend off to a new job, or to help neighbors christen a new home?

Here's how to make an appropriate toast:

- Know what you are going to say.
- Practice ahead of time.
- Make sure everyone has a filled glass.
- Stand and face the person or people you are toasting.
- Raise your glass.
- Say your toast and look at the recipient(s).
- Wave your glass to all and tip or clink glasses with the recipient(s) if close enough.
- Take a sip and sit down.

Remember to practice, practice, practice. If you goof up, just laugh and keep going.

*To you on your birthday, glass held high,
Glad it's you that's older – not I.*



*There are good ships, and there
are wood ships*

*The ships that sail the sea
But the best ships are friendships.
And may they always be.*



*May your blessings outnumber
The shamrocks that grow,
And may trouble avoid you
Wherever you go.*



*May you have warm words on a
cold evening,
A full moon on a dark night,
And the road downhill all the way
to your door.*



*Here's a toast to the roast that good
fellowship lends,
With the sparkle of beer and wine;
May its sentiment always be deeper,
my friends,
Than the foam at the top of the stein.*



*To wish you joy on your birthday
And all the whole year through,
For all the best that life can hold
Is none too good for you.*

*Old wood to burn,
Old books to read,
Old wine to drink,
Old friends to trust.*



*Another candle in your cake?
Well, that's no cause to pout.
Be glad that you have strength enough
To blow the damn thing out.*



*Wine comes in at the mouth
And love comes in at the eye;
That's all that we will know for truth
Before we grow old and die.
I lift the glass to my mouth,
I look at you and I sigh.*



*Always remember to forget
The things that made you sad.
But never forget to remember
The things that made you glad.*

*Always remember to forget
The friends that proved untrue.
But never forget to remember
Those that have stuck to you.*

*Always remember to forget
The troubles that passed away.
But never forget to remember
The blessings that come each day.*

Our extensive inventory includes the finest equipment. While we have literally thousands of items in our inventory, we're always updating and expanding this inventory to ensure all our products are in superb condition, and in style.

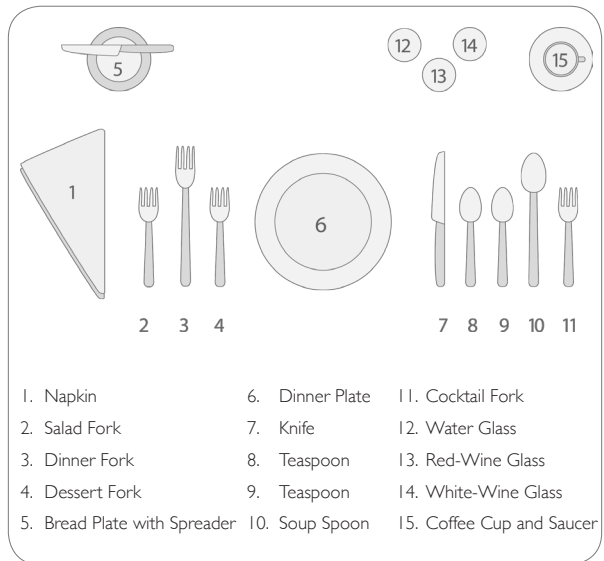
party tip

"Cocktail Reception" defined: The most formal event. Attire is very dressy for women and usually black tie for men. The reception can be held for a distinguished guest of honor or event, such as an opening of a new performing arts center or film premier. There is so much food that the reception can count as dinner and Champagne is always served.

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:

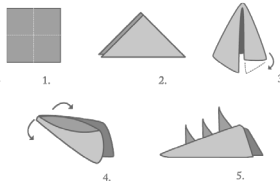
- The number of plates per setting depends on the tone of your dinner: A formal setting requires three: a bread plate, salad plate and dinner plate. Also consider using a bowl if you are serving soup or pasta. For a casual place setting, you can use any combination of plates.
- Place flatware in the 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.

Napkin Folding

In addition to linens, creatively folded napkins can add fun and drama to any table. Here are a few of the most popular and decorative napkin folding styles, along with step-by-step instructions to assist you in adding this element of flair to your table settings.

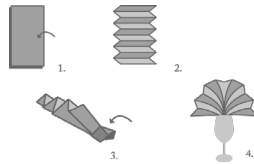
Bird Of Paradise

1. Fold napkin in half and in half again.
2. Fold in half diagonally with points on the top, facing up.
3. Fold left and right sides down along center line, turning their extended points under.
4. Fold in half on long dimension with edges facing out.
5. Pull up points and arrange on a fabric surface.



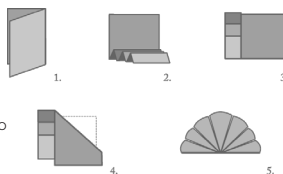
The Goblet Fan

1. Fold napkin in half.
2. Accordion pleat from bottom to top.
3. Turn napkin back one-third of way on right (folded) end and place into goblet.
4. Spread out pleats at top.



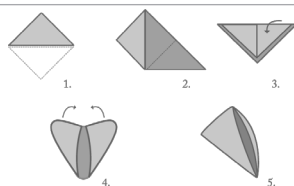
Basic Fan

1. Fold napkin in half.
2. Starting at bottom, accordion pleat two-thirds of way up.
3. Fold in half with pleating on the outside.
4. Fold upper right corner diagonally down to folded base of pleats and turn under edge.
5. Place on table and release pleats to form fan.



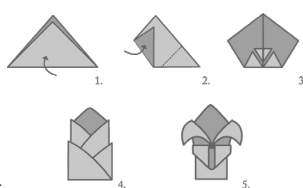
The Pyramid

1. Fold napkin in half diagonally.
2. Fold corners to meet at top point.
3. Turn napkin over and fold in half.
4. Pick up at center and stand on base of triangle.



The Crown

1. Fold napkin in half diagonally.
2. Fold corners to meet at top point.
3. Fold bottom point two-thirds of way to top and fold back onto itself.
4. Turn napkin over bringing corners together; tucking one into the other.
5. Peel two top corners to make crown. Open base of fold and stand upright.



Special Touches

Everyone loves to feel special. Here are some ideas that can help you add personal touches that will leave your guests feeling like you took the time to create an excellent occasion just for them:

- Send invitations out four to six weeks in advance. They are appropriate for any event, from a casual dinner to a formal affair.
- Choose a selection of music ahead of time that will enhance the mood of your party.
- Use place cards to enhance the table décor. They help eliminate confusion among your guests while adding a personal touch to your table setting.
- Dress up your table with linens. Consider using colors and textures for a casual affair; and classic white or ivory for a more elegant and formal dinner.
- Use a centerpiece to give the table a focal point. You can use flowers, seasonal fruits, and, of course, candles. Be sure that your centerpiece is not too large or obtrusive. You don't want it to interfere with your guests' view or ability to converse with each other at the table.
- Add a fragrant accent by setting individual flower arrangements at each place.
- Lay a small, inexpensive gift at each place setting to provide a pleasant surprise for your guests and set the tone for an enjoyable and memorable celebration.

WORKING TOGETHER

Contact Bright Event Rentals

Showroom and Will Call Business Hours

Sales and service is available Monday through Saturday year-round

	MON	TUES	WED	THURS	FRI	SAT	SUN
Showroom	9a.m. to 5p.m.	10a.m. to 5p.m.	9a.m. to 5p.m.	9a.m. to 5p.m.	9a.m. to 5p.m.	9a.m. to 2p.m.	Closed
Will call	9a.m. to 3p.m.	9a.m. to 3p.m.	Closed	9a.m. to 3p.m.	9a.m. to 3p.m.	9a.m. to 3p.m.	Closed

Bright Event Rentals Main Phone Number: (707) 940-6060

Reservations and Rental Rates

Reservations

- A credit card number is required to hold any order unless you have established a charge account.
- A 50% deposit is required on orders at the time of reservation.
- Reservations must be cancelled at least 48 hours in advance from the date of delivery or Will Call pickup date to avoid a cancellation charge.

Time Period / Order Disposition	Cancellation Charge
Less than 48 hours notice	50% of contract amount
Equipment loaded on truck	100% of contract amount

- A 50% cancellation charge will apply to any linens, tents or heaters if cancelled less than seven (7) days before the date of delivery or Will Call pickup. A 100% cancellation charge will apply to these items if cancelled less than 48 hours before the date of delivery or Will Call pickup.
- A 100% charge will apply towards the cancellation of special-order and high-demand items less than one (1) week before the date of delivery.
- No credit is given for unused items.
- Unless you have a confirmed order, all prices are subject to change at any time.

tip

Plan a visit to our showroom, where one of our event consultants will happily assist in your planning process. This is also a fun way to try out mixing and matching various elements to create the perfect look and style for your event!

Rental Rates

Rental rates are based on a three-day period, assuming delivery or Will Call pickup one (1) day before the event and returning one (1) day after the event.

Use Period	Time Out	Rate
1 Day (<i>minimum period</i>)	1 to 3 Days	Base Rate
1 Week Rental	3 to 7 Days	Base Rate × 1.5
2 Week Rental	8 to 14 Days	Base Rate × 2.0
3 Week Rental	15 to 21 Days	Base Rate × 3.0
4 Week Rental	22 to 31 Days	Base Rate × 4.0
Tent extended rental rates.		Please call

Equipment Protection Plan (Damage Waiver)

We understand that accidents do happen. With that in mind, we offer an Equipment Protection Plan, which covers breakage or damage to our equipment while it is in your care. The plan covers all items with the exception of crystal stemware and specialty linens. If you choose to accept the Equipment Protection Plan, we will add to your order a **non-refundable 12% service charge** on items covered. If you decline, we will charge full retail replacement costs for any items broken or damaged.

Our Equipment Protection Plan does not cover missing or lost items, or improper use, neglect, or vandalism of equipment.

If you have accepted our Equipment Protection Plan and any items are broken or damaged while in your care, please be sure to include those items with the return of your order or notify us as quickly as possible of breakage or damage. If such items are not returned or we are not notified, we will consider them missing or lost and apply full retail replacement costs to your order.

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.

NOTES:

party tip

The difference between an invitation to "cocktails", "cocktail party", "cocktail buffet" and a "cocktail reception" is usually the amount of food served, dress attire and the theme of the event.

party tip

“Cocktail Buffet” defined: Small tables and chairs are set up for guests after they fill up their plates at the buffet station. The attire is usually formal or business attire. This event can last 2-3 hours.

Premium Delivery and Pickup Services

The following charges are in addition to the standard delivery and pickup rates.

Description	Charge
Time-Specific Service	To be quoted
After Hours & Holiday Service Service required before 8 a.m. after 4 p.m., or on Bright Event Rentals observed holidays	To be quoted
Portage Delivery To location greater than 50 feet from Bright Event Rentals truck, up or down steep slopes or stairs, etc.	Minimum \$25 charge, or to be quoted, in addition to standard delivery and pickup rates.

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.

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:



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