

bright
EVENT RENTALS

Sarah Woods Photography

Planning Guide

QUALITY | SERVICE | EXPERIENCE | INNOVATION



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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.

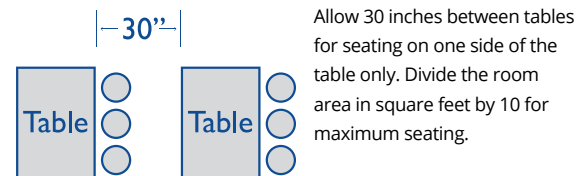
Cocktail Party or Reception

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

Dinner Parties

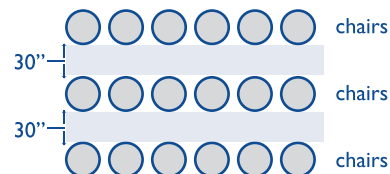
Standard banquet tables	8-10 square feet per person
Round tables of 6, 8, 10 or 12	10-12 square feet per person
Classroom seating (rows)	10 square feet per person

Classroom Style Guidelines



Theatre Style Guidelines

Measuring from chair back to the front of the chair seat, 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.




TIP

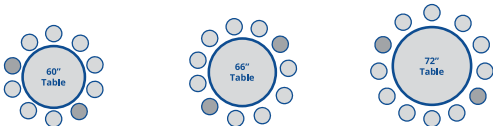
When working with small areas, consider using tall tables with smaller tops that measure 30" or 36". They are the perfect solution for standing while juggling plates and glasses.

Round Table

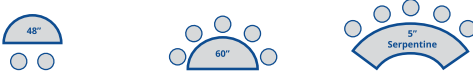
All tables are 30" high except for stand-up cocktail tables at 42" tall.



# OF SEATS	2-4	2-4	4-5	6-8
LINEN SIZE	30" H: 90" or 96" round 42" H: 120" round	30" H: 90" or 96" round 42" H: 120" round	30" H: 90" or 96" round 42" H: 156" round	108" round
SPACE NEEDED	7' diameter	7' diameter	8' diameter	9' diameter



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



# OF SEATS	2-4	2-5	4-7
LINEN SIZE	108"	120"	132" round
SPACE NEEDED	10' diameter	11' 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)

SEATING TYPE	Buffet	Sit-down served	Cocktail	Theatre-style
SPACE NEEDED PER GUEST	8-10 SQ. FT.	10-12 SQ. FT.	5-8 SQ. FT.	5-8 SQ. FT.


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.

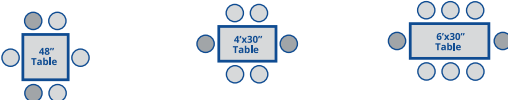
Rectangular Tables

All tables are 30" high except for stand up cocktail tables at 42" tall.

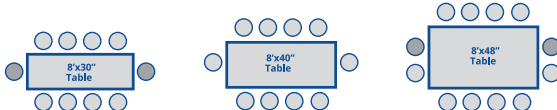
Table risers may be used to increase 30" high tables to 42" tall.



# OF SEATS	3	4	4	4
LINEN SIZE	90" x 132" Table	90" x 156" Table	30" H: 96" round 42" H: 120" round	30" H: 120" round 42" H: 132" round
SPACE NEEDED	10'x5'	12'x5'	8'x8'	8'x8'



# OF SEATS	4-6	4-6	6-8
LINEN SIZE	120" round	90" x 108" 90" x 132"	90" x 132"
SPACE NEEDED	9'x9'	9'x7'	11'x7'



# OF SEATS	8-10	8-10	10-12
LINEN SIZE	90" x 156"	108" x 156"	108" x 156"
SPACE NEEDED	13'x7'	13'x8'	11'x7'

Number of seats can vary due to table settings, program needs, and/or centerpieces.

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 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.

Table Linens

Linens are one of the easiest ways to bring your event's color palette, mood, and texture to life. Our extensive collection features top-quality fabrics in a variety of styles from soft neutrals to bold hues designed to complement every setting and season. Whether you're layering textures or keeping it classic, the right linen can transform a table into a statement piece.

Please reference the previous pages for charts to help you determine table linen sizes for your project.

Tips & Tricks for Linen Success

Here are a few simple ways to get the most out of your linens and ensure they return in great condition:

- **Use candlelight safely:** If you're incorporating open flame, consider using dripless candles or LED alternatives to protect linens from wax or heat. Always allow candles to cool before removal.
- **Add ambience, not singe marks:** When using Sterno or heat elements near fabric, ensure proper clearance or ask us about heat-safe setups to prevent accidental damage.
- **Think ahead at cleanup:** After your event, shake off crumbs or debris and let any damp linens air-dry before placing them in the return bags. This helps prevent mildew, keeps everything fresh, and prevents linens from being thrown away.

Storage and Return

We include return bags with every linen order—just drop linens in the blue bag, hangers in the gray one, and place them with the rest of your rentals for easy pickup. With a little care, your linens will shine at your event and head back ready for their next celebration.



FYI

To ensure that product placement and/or setup is done to your expectations and within the established time frame, we will ask you to confirm a site diagram for each order. Bright's internal CAD team can assist with the perfect site diagram/layout.

FYI

Stage height is variable. Depending on your needs, Bright can provide staging just a couple of inches off the ground to 36" without additional permitting requirements. Bright always recommends including safety measures such as handrails and ADA ramps when needed. Need to go higher? With bracing and safety measures, we are able to provide you with the perfect solution.

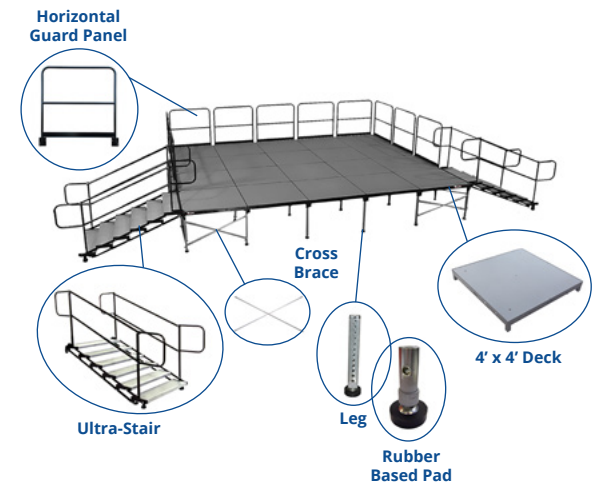
Staging

A well-placed stage does more than elevate a performance, it sets the tone, directs attention, and anchors your layout.

Here's how to make the most of your stage setup:

- **Plan for visibility and flow:** Consider sightlines from every guest angle. Elevating just a few inches can make a huge difference for speeches, performances, or presentations.
- **Think beyond the rectangle:** Modular staging allows for creative shapes: semi-circles, runways, or corner platforms to fit your space and program.
- **Safety is part of the show:** Skirting, rails, and step units not only add polish but help to ensure safe access. Our team installs to spec so your event feels secure from the ground up.
- **Add ambience underfoot:** Want to conceal stage supports or integrate branding? Ask about custom facades, finishes, or carpeting for a cohesive look.
- **Prioritize accessibility:** For inclusive events, consider ADA-compliant ramps and access points so every guest and speaker can comfortably participate.

Whether you're hosting a keynote or a concert, thoughtful staging brings focus and flair to any event moment.



Flooring

Flooring brings function and finesse to your event, whether you're leveling an uneven lawn, covering a pool, or creating an elegant walkway.

4' X 4' SECTIONS

Floor Size	# of Couples
8 x 8	6
8 x 12	10
8 x 16	13
8 x 20	16
8 x 24	19
12 x 12	14
12 x 16	19
12 x 20	24
12 x 24	29
12 x 28	34
12 x 32	38
16 x 16	25
16 x 20	32
16 x 24	38
16 x 28	45
16 x 32	51
20 x 20	40
20 x 24	48
20 x 28	56
20 x 32	64
20 x 36	72
24 x 24	58
24 x 28	67
24 x 32	77
24 x 36	86
24 x 40	96

Make every step seamless with these helpful pointers:

- **Match the surface to the space:** From raised platforms for sloped terrain to sleek turf and carpet options, we offer flooring solutions that align with your venue and vision.
- **Style meets safety:** Our installations are engineered for stability and finish, no tripping hazards or unsightly edges. Custom railing and skirting are available for added support and style.
- **Create connection points:** Use walkways to guide guests through the experience, from ceremony aisle to dinner or dance. We offer a range of textures and colors to match your layout.
- **Cover with confidence:** Pool covers are custom-fit for every shape and depth, with clear or opaque finishes depending on your desired look.

Flooring might be underfoot, but when done right, it's one of the elements guests remember most.

Dance Floor

Every great party needs a dance floor, the space where memories are made and big moments take center stage. We offer modular flooring in several finishes and a wide variety of sizes and configurations.

To help you choose the right size and setup, keep these quick tips in mind:

- **Plan for your party people:** Not every guest will dance at once. As a general rule, estimate that about 40% of your guests will be on the dance floor at the same time.
- **Shape it your way:** Want a classic square, a long runway, or a unique custom design? Our modular flooring lets you create the perfect shape and layout for your space.
- **Let the music lead:** Consider the type of event and entertainment. A live band may need a stage-adjacent dance floor, while a DJ setup might inspire a more central party zone.
- **Add a personal touch:** From glossy white and rich wood tones to statement inlays and decals, dance floors can be styled to reflect your event vibe or brand personality.

Whether you're planning a first dance, flash mob, or late-night crowd-pleaser, the right dance floor ensures your guests have space to shine.

Dance Floor Care

A beautiful dance floor sets the tone – keeping it looking its best is all about a few simple preparations.

Here are some helpful tips for a smooth (and scuff-free) celebration:

- **Protect your foundation:** For outdoor installations, especially on grass, we can provide a base layer to protect against moisture and debris. If the lawn has been recently watered, let it dry 24 hours before installation.
- **Keep it dry and dazzling:** Water or excess moisture can damage the flooring finish. If you're planning a tented or open-air setup, let us know so we can recommend the best floor type and protective measures.
- **Skip the stilettos?** Not necessarily, but advising guests about heel-friendly surfaces or adding a lounge area nearby can help extend the floor's lifespan and guest comfort.
- **Light it up:** Want the dance floor to really stand out? Ask us about uplighting, monogram projections, or overhead fixtures that turn your dance floor into the visual heart of the event.

With the right setup and a little planning, your dance floor becomes the ultimate gathering place one your guests won't want to leave.



TIP

Uplights, overhead café strands, or even a spotlight on the couple's first dance can transform your floor into a focal point. Lighting creates ambiance, enhances photos, and makes every move feel a little more magical.

Dance Floors

Generally 40% of guests will dance at one time. Allow 12 sq. ft per couple dancing. Multiply your guest count by 4 to estimate how many square feet you'll need.

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

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 style and size for any event space.

Below are the resources our team will walk through with you when determining the best options for your event.

What style tent do I like for my event?

Tents come in a variety of styles, from tents with peaks to modern frames. The right choice depends on your event's setting, guest count, and overall aesthetic. Pole tents offer a romantic, airy look perfect for weddings, while structure tents provide a clean, spacious option ideal for larger events. Whether you're drawn to a classic silhouette or a contemporary design, your tent can set the tone for the entire celebration.

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.

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. 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	Minimum 6 sqft. per guest
Partial seating	Minimum 12 sqft. per guest

Banquet

Rectangle Tables	Minimum 18 sqft. per guest
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Formal Dinner

Round Tables	Minimum 20 sqft. per guest
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Theatre Seating

Theatre or Classroom Seating	Minimum 10 sqft. per guest
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What else will be going on inside the tent?

Be sure to discuss the additional things going inside the tent: furniture arrangements, 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)
Stage	Square feet of dance floor plus 25%

What size tent will accommodate your event?

You can now check the *Tent Guest Capacity Chart* 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
Event 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.

It is very important to create a site diagram after your event team has done these calculations. Because there are so many possible options for set up inside your tent, you will have a much better sense of the space available when you lay it out. This step is also extremely helpful in making sure you will have the space that you need. Our team 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

State law may require any tent over 200 square feet to include a Bright Event Rentals Safety Package which include 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 team will determine this for you.

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 may need to be applied for 8 weeks in advance of the installation of the tent. Generally, local jurisdictions have fees for permitting and fire marshal inspections. For your convenience, Bright Event Rentals will obtain any required fire permits and will conduct any additional inspections for you. Fire permit information varies for selected jurisdictions.

TIP A Helpful Party Hint

ANCHORING: Every tent installation requires proper anchoring to ensure safety and stability. Our team will determine the most suitable anchoring methods: stakes, ballast, or alternative systems, based on ground surface, weather conditions, and local jurisdictional requirements.

Lighting and Electrical Power

Lighting is both an art and a science; it sets the mood and brings your event to life. Even a simple lighting setup can completely transform a space. But beyond the ambiance, practical lighting is essential—without it, your event can't function safely or effectively.

Take these into consideration:

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

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.

Here are some helpful electrical terms:

Amps – A unit of measurement for electrical current. 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.

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 item 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, 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

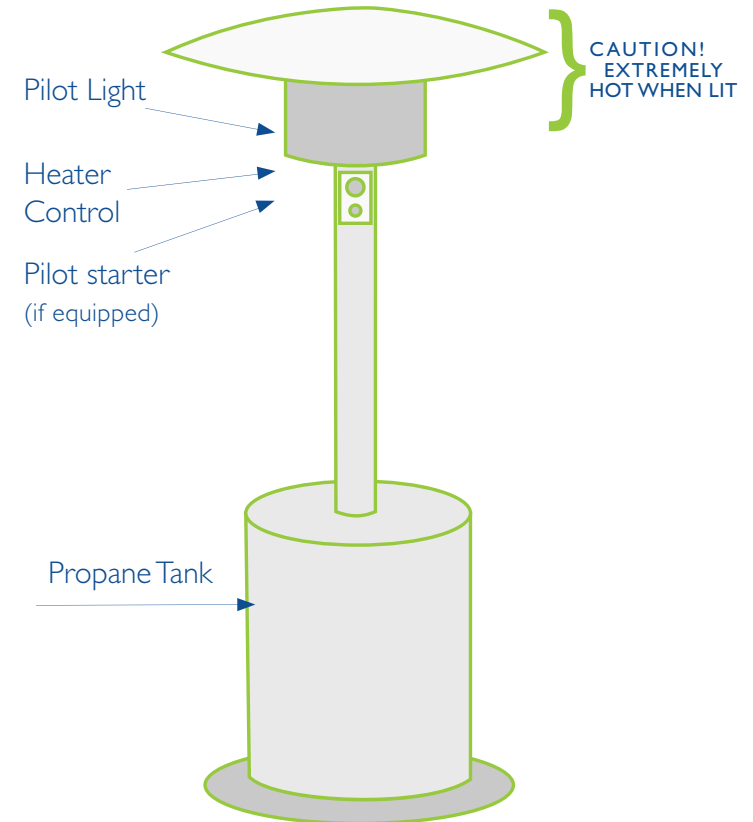
Radiant patio or "mushroom" heaters are ideal for taking away the evening chill. You can count on a diameter of approximately 15 feet of warmth from each heater.

Special instructions on how to properly and safely light and operate Bright Event Rentals heaters come with every heater rental.

Propane tanks should never be used inside a tent. Our team can provide safe heating solutions to avoid fires, equipment damage, and ensure guest safety.

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

Bright has a variety of heating options based on event run time, space and tenting needs, and power availability. Planning for cold weather in advance can ensure rental availability.

Propane

From heating sources to catering equipment, we offer a wide variety of products that require propane fuel.

Here are a few key safety tips when using propane heaters at events:

- **Maintain Clearances:** Ways keep heaters at least 3 feet away from combustible materials like drapes, furniture, or tents.
- **Use Outdoors or in Well-Ventilated Areas:** Propane heaters should never be used in enclosed or poorly ventilated spaces due to the risk of carbon monoxide buildup.
- **Secure Placement:** Place heaters on a flat, stable surface to prevent tipping. Avoid high-traffic areas where they could be bumped or knocked over.
- **Supervised Operation:** Never leave propane heaters unattended while in use, and assign a trained team member to monitor them during the event.
- **Follow Local Codes:** Always comply with local fire codes and venue regulations regarding propane use, storage, and clearance requirements.

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	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.

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



Burgundy



Bordeaux



Pinot Noir



Zinfandel

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.

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.



Sauvignon Blanc



Chardonnay



Champagne

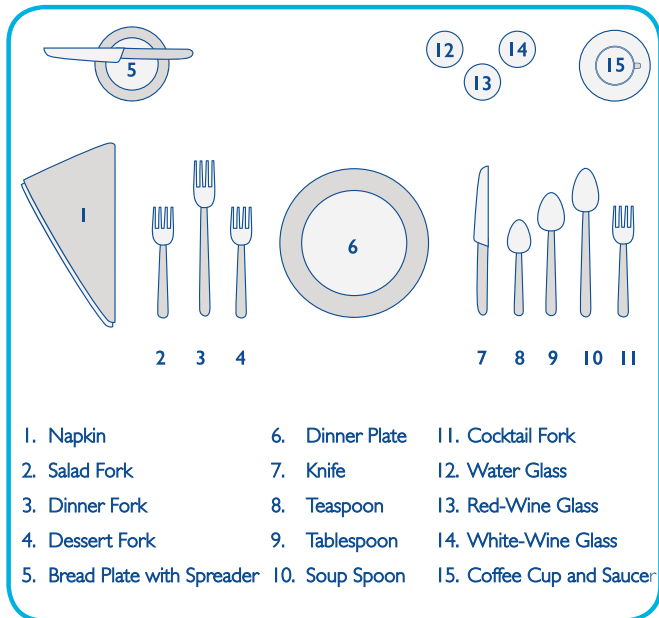


Port/Sherry

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.
- Make sure to 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 numbers of guests. This overage allows for late additions to your party as well as accidental breakage and droppage.
- 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.



Creating a Successful Event

The best events happen when we plan together. We're here to be your partner from the first call to final pickup ensuring every detail is thoughtfully handled and every moment feels seamless.

Here are a few ways to make the process even smoother:

- **Share your vision:** The more we know about your goals, priorities, and preferences, the better we can support your event with the right equipment, timing, and service.
- **Start early when possible:** Placing your order well in advance gives everyone time to fine-tune layouts, confirm availability, and explore creative options.
- **Keep the lines open:** As your event evolves, we're here to help with updates and adjustments. Staying connected helps us deliver the right items, at the right time, in the right place.

We're committed to delivering excellent service and high-quality rentals while working hand-in-hand to bring your celebration to life.

Client Responsibilities

You don't have to be an event pro to plan like one. Here are a few client-friendly practices that help ensure everything goes smoothly from start to finish:

- **Double-check the details:** Reviewing your rental contract ahead of time helps make sure every item you've selected is just right for your event needs. If something changes, let us know; we're happy to help adjust.
- **Make it a team effort:** We'll confirm all logistics like access points, gate codes, or setup notes before delivery day. Sharing that info early helps our crew stay efficient and on time.
- **Set your space up for success:** Upon delivery, we'll walk through the items together. At pickup, having your rentals grouped and ready ensures a quick and easy wrap-up.
- **Caring for rentals:** Place used linens in the return bags, glasses upside-down in racks, and be sure to gather any packaging or containers.

Our team is always available to guide you through the process because when we work together, great things happen.

Verifying the Order

Before the big day, we'll review your rental order together to make sure everything is exactly how you want it, right down to the last detail.

Here's how to help make that final check a breeze:

- **Review your order details:** The rental contract reflects what we're preparing for you, so taking a few minutes to double-check everything ensures we're aligned on quantities, styles, and services.
- **Visit our showroom:** Seeing pieces in person can help finalize selections and spark new ideas. Schedule a visit to explore inventory, test layouts, and get hands-on design guidance from our team.
- **Confirm the event info:** Let us know if anything has changed with your site access, timeline, or main point of contact. Clear communication upfront helps us deliver on time and without surprises.
- **Walk through the setup plan:** If we're handling delivery and setup, we'll work with you on creating site diagrams and discuss logistics to ensure our crews have everything they need to bring your vision to life. Consider the order in which you'd like your event set-up, if applicable, we can help ensure the trucks are packed to match your plan.

Think of us as your event partner, we're always happy to answer questions, offer suggestions, or fine-tune the details.

Delivery Responsibilities

When our team arrives, we want everything to go smoothly so you can stay focused on the event ahead.

Here's how you can help us set the stage:

- **Have someone available onsite:** A designated point of contact helps us confirm that everything is delivered as expected and placed in the right spot.
- **Take a quick inventory together:** We'll review and count each item upon delivery. This ensures you have exactly what you ordered.
- **Ask away:** If you have questions about setup, handling, or storing any items, our crew is happy to walk you through the basics. We're here to help.

Whether you're setting up that day or prepping for later, our goal is to make delivery seamless and stress-free.

Pickup Responsibilities

When the event is over, we'll return to collect everything; making it as efficient and easy as possible.

Here's how to help wrap things up:

- **Gather items in the agreed pickup location:** Grouping rentals together helps our team load quickly and safely, especially in large venues or outdoor spaces.
- **Return items in provided containers:** Place glasses upside-down in racks, gently shake out linens and place them in the linen bags, and return any crates or racks/totes that came with your order.
- **Let us know if anything didn't go as planned:** If something broke or didn't work quite right, just include it with your return and let us know, we appreciate the heads-up and want to make it right.
- **No need to stress over cleanup:** We don't expect everything to be spotless; just free of excess food, liquid, or debris to prevent damage during transport.

We appreciate your care in helping us maintain the quality of our rentals—and we're always just a call away if you need support after the event.

Will Call

Picking up your rentals? We've got you covered. Our Will Call option is perfect for smaller events, flexible timelines, or planners looking to handle transport themselves.

Here's how to make your Will Call experience smooth and stress-free:

- **Bring the right vehicle:** Make sure your car or truck has enough space for your items and bring straps or padding to protect your rentals during transport. Our team will help you load, but securing the items is up to you.
- **We've got the gear:** Moving blankets are available to help keep your items safe and organized. Be sure to return them with your rental items. Please note all ratchets and straps must be provided from the client to ensure items are secure.
- **Keep it together:** Please return your rentals in the same containers or racks they came in. This makes for a quick and easy check-in when you drop everything back off.

Whether you're picking-up place settings for a dinner party or linens and napkins for a pop-up, our team is here to make sure you leave confident and ready to go.



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Plan smarter, not harder. The Bright App puts your rentals in your pocket - literally. View orders, browse inventory, check availability, and make adjustments on the go.

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St. Helena

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