

PERSONAL TENT PLANNER

**A Party Centre**

699 Gardiners Rd., Kingston, Ontario (613) 384-9898  
www.party-centre-rentals.com party@kingston.com

*(This page is designed to print on 1 sheet of letter sized paper.)*

NUMBER OF GUESTS TOTAL \_\_\_\_\_

SEATED AT: ROUND TABLES \_\_\_\_\_ REC. TABLES \_\_\_\_\_ ROW TABLES \_\_\_\_\_

NUMBER AT HEAD TABLE \_\_\_\_\_

BUFFET SERVICE TABLES \_\_\_\_\_

SIGN-IN TABLE \_\_\_\_\_ PUNCH TABLE \_\_\_\_\_

CAKE TABLE \_\_\_\_\_ GIFT TABLE \_\_\_\_\_

BAR TABLES \_\_\_\_\_ PREP TABLES \_\_\_\_\_

DANCE FLOOR \_\_\_\_\_ DJ \_\_\_\_\_

OTHER \_\_\_\_\_

COACH LIGHTS \_\_\_\_\_ PARK BENCHES \_\_\_\_\_

CHANDELIERS \_\_\_\_\_ LAMP POSTS \_\_\_\_\_

RISERS \_\_\_\_\_ ELECTRICAL/POWER SUPPLY \_\_\_\_\_

ADDITIONAL DECOR \_\_\_\_\_ TENT WALL TYPE \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Following our initial review of your event, we will forward a written quotation outlining the details of your event as discussed, along with the corresponding rates and pricing.*

**NOTE: A DEPOSIT OF 30% IS DUE AT TIME OF BOOKING.**