



# Renting a Commercial or Party Tent: Will Your Site Make the Grade?

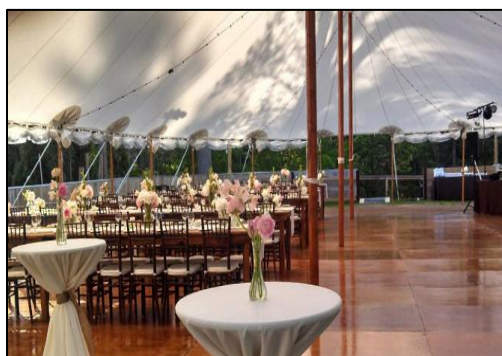


Whether it is an open field, parking lot, backyard or a designated event site, there are a number of things to keep in mind when you're planning to set up a large tent. Here are tips to help you decide what is needed to create a great site and event. Keep in mind you the renter (or "USER") is always solely responsible for the equipment you choose and the site you want to put it on. You tell Amerevent what you want, never the other way around, so keep us informed!

## 1. Go Large, High and Dry

The ideal spot for a tent is on high, level ground. The spot you select should have no obstructions for at least 10-feet larger on all sides than the tent you want to install and nothing overhead. We know it's not always available so be sure to discuss any issues with your account manager. A site review may be needed to do a more formal inspection. There is a cost, but you can apply 50% of it towards the cost of a contract. When the tent is set, your site must be firm and well drained. No mud, ice, snow or puddles is allowed or the tent cannot be set and your options are to postpone or cancel. Keep Amerevent informed of any developments that may impact the installation, if you forget and the crew arrives but cannot set the tent and no other sites are available for it then your only option is a no-fault warranty claim for a future event credit. But you will be responsible for the costs incurred in the failed installation. Plan for the possibility of weather. Pick a location where rain, ice or snow will not collect. Check the location for puddles after a rainstorm. Tents are usually set a day or two in advance of the event, which will help to keep the area dry if you get a few rain showers before the big day. But if your location is in a low area that collects run off water, a tent cannot keep the ground from getting soggy.

## 2. Go with fully grassed areas, pavement or gravel - not rough, undeveloped soil or ungrouted fields.



**NEVER TRY TO INSTALL A TENT ON AN UNEVEN, ROUGH, MUDDY OR UNPREPARED SITE!** The crew can refuse to do it and you will be disappointed even if they go ahead! Flooring and carpeting requires a flat, even surface to build upon. Pavement usually works great with minimal preparation, but installation on soil (or grass) has many more. Prior grading and leveling may be required and often takes a month or more for enough grass to re-grow. Grass cutting similar to a golf course fairway or green is needed depending upon the type of flooring to be installed. Just

going out into a field and cutting down the tall growth once will result in a lumpy, uneven, rough surface that will not feel comfortable. A vinyl tarp must be installed over the area where flooring or carpeting is to be installed and another placed over the flooring or carpeting when not in use to protect it from the weather if it is not completely under cover. Make sure this happens --- you are responsible for damage, including cleaning costs to the flooring and carpeting. Flooring is expensive to rent, so do not let lack of proper site preparation cause your tent installation to fail.

>>> **CUT GRASS AND SWEEP YOUR TENT SITE.** Cut your grass low, like a golf course fairway before the tent is installed. This may take a few weeks and a few cuttings for the best results. **SWEEP** your tent site (no matter what surface it is) to remove grass clippings, leaves and other debris **BEFORE** the tent crew arrives. Earlier rain or dew can cause these items to stick to your tent and make it dirty. If you have any doubts cover the surface with a temporary tarp (or rent these from Amerevent) so your tent can be laid out on it instead of the ground.

### 3. Keep the Overhead & Sides Clear and MARK YOUR LOCATIONS

Depending on the type of tent you select you'll need anywhere from 30' or more of "free air space" above ground level where the tent is going to be set. Tents are usually about 20-ft high and you need 10 or more feet from any overhead obstacles. Your location needs to be free of electric, cable and phone lines. Low hanging trees may pose a problem. Buried lines and sprinklers need to be located and marked with utility flags or marking paint. Tents require an **EXCLUSION ZONE** - this is an open space that is at a minimum, the greater of: (a) 5-feet horizontally and 15-feet vertically on the **ROUTE** delivery trucks must take on site, (b) 10-feet horizontally and 20-feet vertically of placement location(s) **OR** if a **UTILITY** or **HAZARD** (power, fuel, pressurized **UTILITY** or other hazard) within 100-feet in any direction of placement location(s). No **RENTAL** be placed within the **EXCLUSION ZONE** without **CONSENT** and in any such instance the **RENTER** shall be solely responsible for all liabilities, loss, injury and damage of any kind. Pole tents actually should at least a 20-ft "exclusion zone" around all sides of the tent to meet fire code and safety requirements. No vehicles or other structures can be in this area. A frame tent's exclusion zone can be as little as 10-ft provided it is blocked off so no vehicles get closer. Frame tents under 400 square feet (20x20 or 10x40 max) can be placed even closer to a building if they can be built away from the structure and then moved closer by hand. A typical tent crew does not have enough people to do this so you must provide 1 person per side pole to help move it (up to 8). This may require lifting 50-lbs. per person and just takes a few minutes. **YOU MUST PROVIDE A SITEMAP** to your Amerevent warehouse at least 10-days before your event, showing the tent location and all utility and building locations. A Google-Earth map with items drawn in is usually fine). **ALSO YOU MUST EXACTLY MARK** the 4 corners where any tent or item 400 SF or greater in size is to be installed with marking flags or paint so there is no confusion about its placement or position with other objects. Your placement markings must maintain an **EXCLUSION ZONE** described above from any other buildings, trees, vehicles, wires or objects.



### 4. Keep it Level

While looking for a dry spot, you'll want to stay away from sloped sites. Keep it flat and level. It is awkward, if not dangerous to have tables and chairs or a dance floor set up on a slope. If you're must "work with what you have" Amerevent can erect a full floor under the tent to eliminate the slope and keep guests safe. A gradual slope is fine and 10-ft side poles instead of the normal 8-ft can be used to raise the height of the tent so all guests can see the view. Steeper, unsafe slopes cannot be built upon so find the right spot. Remember if the crew must carry items more than 100-feet from the truck unloading location, you will be responsible for the additional labor costs.



### 5. Keep it Safe

You are responsible for **SAFETY** on your event site, including during installation and takedown. Workers actually work for you (you can direct their work as you please - but remember you are responsible for overtime costs when you add to the time required). However, you must make sure

no HAZARDS are present in the work area and stop work until it is corrected. If your event is outside, you must monitor the weather and tell crews to stop work until hazardous conditions pass. This includes whenever lightning is in the area or wind gusts exceed 20 MPH.

## 6. Give Your Guests Some Relief

While your site may be perfect for a tent, make sure is adequate parking and restroom facilities nearby parking for all guests. Beautiful portable restrooms are available as well as standard porta-potties, but plan it out so a truck can get equipment to the spot where you want it.



## 7. Power and Light-Up Your Event



Power for lighting, air conditioning, music and food equipment is an integral part of most events. While Amerevent has generators capable of powering dozens of homes at a time, it is often simpler and less expensive to do a temporary connection to an existing meter or breaker box on site. When available it is less expensive, quieter and more reliable than any other option. Formal and informal lighting inside and outside your tent allows your party to continue throughout the night!



## 8. Climate Control Keeps Your Event Comfortable

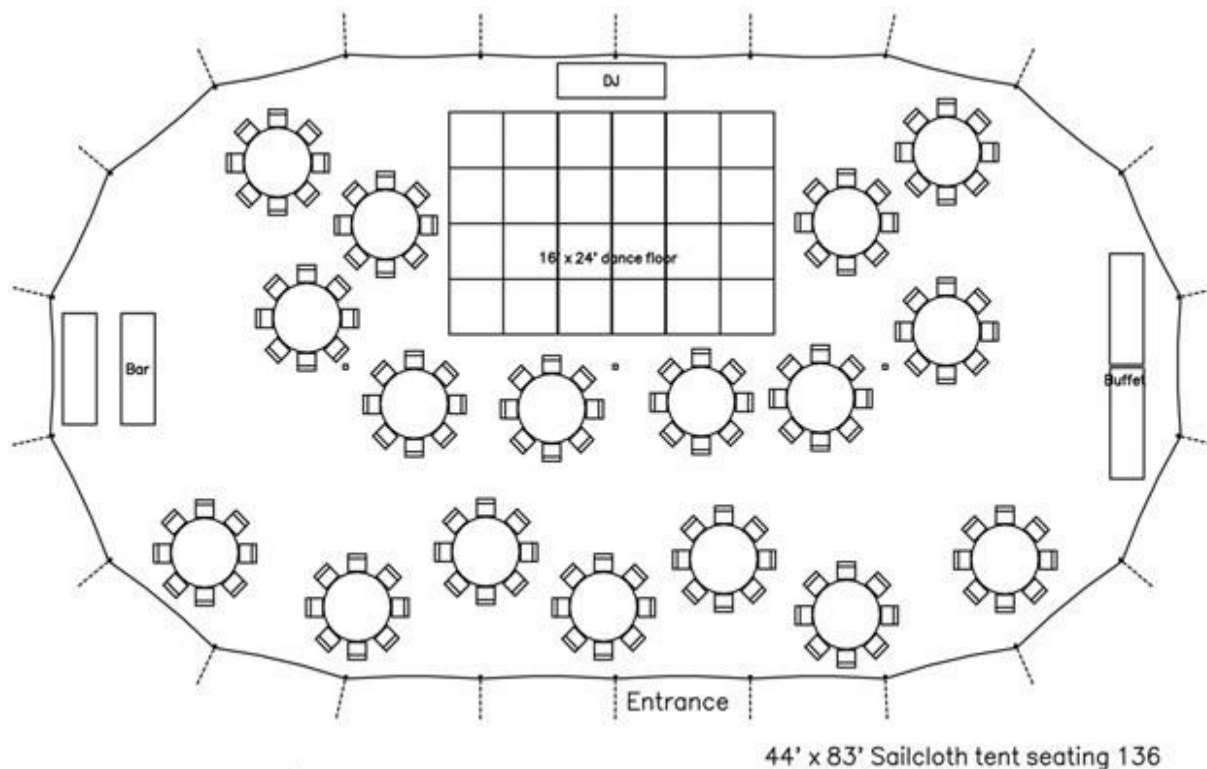
There are a number of options to keep your tent comfortable. Tent heaters and fans are the least expensive options while air conditioning costs more. Glass enclosed flame heaters provide warmth and a beautiful glow. Standard tent heaters warm big areas and tent fans provide directable, adjustable breeze. Amerevent exclusively offers 4-ton A/C wagons providing a lower cost alternative. Pre-season specials up to 50% OFF are often available!



## 9. Give Your Guests Some Room to Move

You might love your backyard, but if it can't accommodate the appropriate tent size you may need to rethink your plan. Tent size depends not only on the number of guests but also on its purpose. For example, a 30' x 30' tent that holds 140 guests for cocktails can comfortably seat only half that number for dinner (and leaves scant room for buffet stations and dancing).

A general formula to follow: Allow a minimum of 12 square feet per person seated at round tables, ten square feet at rectangular tables, and six square feet for cocktails or for ceremony seating. Then figure in the square footage of any extras like the cake table, buffet tables, bar, space of a DJ or band and dance floor.



## 10. Final Tip: Work With Amerevent To Get You Plan Perfect!

Working with an Amerevent planner makes planning your event much easier. For a few hundred dollars you can have one meet with you at the location you're considering, review all the factors discussed above, take measurements, ask you lots of questions about the event, and then create a site map or floor plan that puts it all together on paper. We want you to love your event!



**Event Services**  
 Amerevent  
 events@amerevent.com

Atlanta: (770) 562-0318  
 St. Louis: (314) 255-2882  
 Kansas City: (816) 760-2121  
 Fax: (888) 849-2882



*The recommendations, requirements, terms or conditions given in this document apply to any use of AEG equipment, rentals or services and are part of [POLICY-SOP](#). These requirements are in addition to and not exclusive of other terms, conditions and policies in the AGREEMENT. AEG is the "PROVIDER"; the equipment renter or services user is the "USER". The definition of words herein is as given in [POLICY-DEFINITIONS](#).*