



# ABBOTT

## RENTAL & PARTY STORE

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# EVENT RENTAL CHECKLIST

## TENTS

- Reception/Main Event
- Ceremony
- Cocktail
- Chef/Cook
- Marquee walkway/entry
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## TENT ACCESSORIES

- Side Walls
  - Cathedral Window
  - Solid White
  - Clear
  - Screen Mesh
- Lighting
  - Bistro/Cafe
  - Colonial Lanterns
  - 3-Globe Chandeliers
  - Indirect Halogens
  - Perimeter Mini-Lights
  - Wash Lights
- Exit Signs
- Heaters
- Side Pole Skirts
- Fire Extinguishers

## DANCE FLOOR

- Indoor
- Outdoor

## STAGE RISERS

- Presentations
- Band

## SOUND/VISUAL

- PA/Sound System
- LCD Projector
- Screen
- Easel
- Podium

## TABLES

- Guest
  - Rectangle  Round
- Head Table
  - Rectangle  Round
- Sweetheart
  - 3 ft Round  Heart
- Cake
  - Round  Heart

## Gift

- Rectangle  Round
- Place Card
  - Rectangle  Round
- Buffet
  - Rectangle  Round
- Coffee/Punch
  - Rectangle  Round

## Bar

- Bar Set
- Rectangle
- Wooden Barrels/Bar
- DJ
  - Rectangle

## Cocktail

- Tall  Seated

## CHAIRS

- Bone colored with Plastic Seat
- White with Plastic Seat
- White Garden with padded seat
- Natural Garden with padded seat
- Fruitwood Chiavari
- Fruitwood Chiavari Cocktail
- Gold Chiavari
- Child's High Chair

## CHINA

### Round White

- Dinner Plate
- Salad Plate
- Bread & Butter Plate
- Dessert Plate
- Appetizer Plate
- Soup Bowl
- Salad Bowl
- Small Dessert Bowl
- Bouillon Cup
- Coffee Cup
- Saucer
- Monkey/Butter Dish

### Square White

- Dinner Plate
- Salad Plate
- Bread & Butter Plate
- Dessert Plate
- Appetizer Plate

### White with Platinum Band

- Dinner Plate
- Salad Plate
- Bread & Butter Plate
- Dessert Plate
- Appetizer Plate
- Soup Bowl
- Soup Bowl Saucer
- Salad Bowl
- Salad Bowl Saucer
- Coffee Cup
- Coffee Cup Saucer

### Ivory

- Dinner Plate
- Salad Plate
- Bread & Butter Plate
- Dessert Plate
- Appetizer Plate
- Soup Bowl
- Coffee Cup
- Saucer

### Clear Glass Floral Pattern

- Luncheon Plate
- Bread & Butter Plate
- Dessert Plate
- Appetizer Plate

## MISCELLANEOUS DISHWARE

- Glass Berry Bowl 5 oz
- Glass Sherbet Dish 4 oz
- Glass Shrimp Cocktail 6 oz
- White Ramekin

## FLATWARE

### Lexington, lightweight stainless

- Dinner Knife
- Dinner Fork
- Salad Fork
- Appetizer Fork
- Dessert Fork
- Teaspoon
- Soup Spoon

**FLATWARE, continued**

Prim, heavyweight stainless

- Dinner Knife
- Butter Knife
- Dinner Fork
- Salad Fork
- Appetizer Fork
- Dessert Fork
- Teaspoon
- Soup Spoon

Shell, silver plate

- Dinner Knife
- Butter Knife
- Dinner Fork
- Salad Fork
- Appetizer Fork
- Dessert Fork
- Teaspoon
- Soup Spoon

 Steak Knife Cocktail/Oyster Fork Lobster Cracker Lobster Pick Demitasse Spoon Sugar Tongs**GLASSWARE** Flute Champagne Tulip Champagne Birdbath Champagne 10 oz Wine 12 oz Wine 15 oz Wine 16 oz Wine Punch Cup Shot Glass/Votive Holder Martini Rocks Highball Water Goblet Brandy Snifter Beer Mug Pilsner Mason Jar Pint Glass**BEVERAGE SERVICE** Champagne Fountains Infusion Jars Punch Bowls 36 cup Coffee Maker 55 cup Coffee Maker 100 cup Coffee Maker 110 cup Coffee Maker 1.5 qt Insulated Server 2 qt Pump Airport**BAR SERVICE** Bartender Set Condiment Tray Tabletop Insulated Server Galvanized Tub Water Pitcher Wine Carafe Insulated Cold Server 5 qt Insulated Cold Server 10 qt Keg Cooler Chest Cooler 100 qt Chest Cooler 150 qt**BUFFET SERVICE** Chafing Dish 8 qt Rolltop Chafing Dish 8 qt Chafing Dish 4 qt Extra Chafer Pans Soup Warmer 5 qt Sterno Chafer Spoon Chafer Fork Chafer Ladle Chafer Spatula Chafer Tong Serving Bowls Serving Trays

Stainless Serving Platter

 Oval 24x18" Round 18" Round 14"**CAKE/CUPCAKE DISPLAY** Cupcakes 'N More Stand Garden Cake Stand Tall Tier Stand**TABLETOP** Salt & Peppers, filled Sugar & Creamers Table Number Holders Card Holders**CANDLE HOLDERS/VASES** Floating Candle Glass Bowl Silver Candlestick Silver 3-taper Candelabra Glass Votive Cup Bud Vase, white Rose Bowl**COOKING/CATERING** Convection Oven Gas Range Oven Single Burner Stove Double Burner Stove Tabletop Butane Stove Butane Cassette Fuel Holding/Warming Cabinet Heat Lamp Electric Warming Trays Charcoal Grill Charcoal Grill & Rotisserie Gas Grill Towable Gas Grill/Rotisserie Griddle Nonskid Oval Tray 21" Tray Stands Stock Pots Sheet Pans Bus Tubs Insulated Food Carriers**LINEN**

White

 Round Tablecloth Rectangle Tablecloth Topper/Overlay

Colors

 Round Tablecloth Rectangle Tablecloth Topper/Overlay Napkins Table Runners Chair Cover Chair Sash Cushion Cover Table Skirts Aisle Runner Bar Set Heart Tablecloth Serpentine Tablecloth Tent Side Pole Skirt**ENTERTAINMENT** Cotton Candy Machine Hotdog Steamer Popcorn Machine Sno-Cone Machine Nacho Cheese/Hot Fudge Dunk Tank Fog Machine Bubble Machine Snow Making Machine Horse Shoe Set Raffle Drum Inflatable Bounce House Mirror Ball Strobe Light Helium Tank Balloon Air Inflator Coat Rack Roll-A-Way Bed Easel Bag Toss Game**WHITE WOOD ACCESSORIES** Guest Book Stand/Podium Room Divider Aisle Post