Preferred Party Place

1651 Sicklerville Road, Sicklerville NJ 08081
856-232-4700 732-381-1100
www.PreferredPartyPlace.com

Wedding Rental Checklist

REHEARSAL DINNER PARTY

LOCATION _____
DATE _____

GUEST SEATING

TABLES
- □ Rectangular
- □ Round
- □ Square
- □ Cocktail
- □ Children's

CHAIRS
- □ White Folding
- □ White Resin Padded
- □ Gold Chiavari
- □ Black Folding
- □ Brown Folding
- □ Children's

LINENS
- □ Tablecloths
- □ Overlays
- □ Chair Covers
- □ Napkins

CHINA
- □ B&B Plate
- □ Salad Plate
- □ Salad Bowl
- □ Dinner Plate
- □ Dessert Plate
- □ Charger Plate
- □ Cup & Saucer
- □ Soup Cup

FLATWARE
- □ Salad Fork
- □ Dinner Fork
- □ BB Knife
- □ Dinner Knife
- □ Teaspoon
- □ Soup Spoon
- □ Dessert Fork

GLASSWARE
- □ Water
- □ Wine
- □ Iced Tea Glass
- □ Irish Coffee Mug

BANQUET EQUIPMENT
- □ Chaffing Dishes
- □ Coffee Urns
- □ Punch Bowl
- □ Beverage Fountain
- □ Carving Station
- □ Trays
- □ Cream & Sugar
- □ Salt & Pepper
- □ Table # & Stand

BAR SERVICE

TABLES
- □ Portable Bar
- □ Bar Stools
- □ Cocktail
- □ Fill & Chill
- □ Bar Table

LINEN
- □ Tablecloths
- □ Napkins
- □ Skirting

BARWARE
- □ Wine
- □ Martini
- □ Hi Ball
- □ Champagne
- □ Beer Pilsner
- □ Beer Mug
- □ Punch Cup
- □ Margarita
- □ Shot Glasses
- □ Pina Colada

SERVICE EQUIPMENT
- □ Punch Bowls/Ladle
- □ Pitchers
- □ Wine Carafes
- □ Frozen Drink Machine
- □ Ice Chests/Scoops
- □ Trash Cans
- □ Bar Caddy

FOOD SERVICE

SERVICE EQUIPMENT
- □ Prep Tables
- □ Wait Trays/Stands
- □ Plate Covers
- □ Cambros
- □ Convection Oven
- □ Proofing Box
- □ Grills
- □ Chaffing Dishes
- □ Thermo-vat
- □ Trash Cans

AUDIO VISUAL

- □ Microphone
- □ Speakers/Stands
- □ Movie Screen
- □ Projector
- □ Sound System

CEREMONY

LOCATION _____
DATE _____

CEREMONY SEATING

- □ White Folding
- □ Black Folding
- □ Gold Chiavari
- □ Brown Folding
- □ White Resin Padded
- □ Children's

CEREMONY DÉCOR

- □ Wedding Arch
- □ Chair Covers w/Sash
- □ Columns
- □ Kneeling Bench
- □ Candelabras
- □ Podium
- □ Candelabra Lighter
- □ Aisle Runner
- □ Easel
- □ Lattice Dividers

FRAME TENTS

TENTS
- □ Main Tent
- □ Marquee/Covered Walkway
- □ Catering Prep Tent

ACCESSORIES
- □ Solid/Window Walls
- □ Pole Covers/Drapes

ELECTRICAL
- □ Globe Lights
- □ Heater
- □ Chandeliers
- □ Fan
- □ Paper Lanterns
- □ Generators

TENT ACTIVITES
- □ Dance Floor
- □ Band Stage
- □ Cake Table
- □ Head Table Stage

WEDDING RECEPTION

LOCATION _____
DATE _____

RECEPTION SEATING

TABLES
- □ Rectangular
- □ Round
- □ Square
- □ Cocktail
- □ Children's

CHAIRS
- □ White Folding
- □ White Resin Padded
- □ Gold Chiavari
- □ Black Folding
- □ Brown Folding
- □ Children's

LINENS
- □ Tablecloths
- □ Overlays
- □ Chair Covers
- □ Napkins

CHINA
- □ B&B Plate
- □ Salad Plate
- □ Salad Bowl
- □ Dinner Plate
- □ Dessert Plate
- □ Charger Plate
- □ Cup & Saucer
- □ Soup Cup

FLATWARE
- □ Salad Fork
- □ Dinner Fork
- □ BB Knife
- □ Dinner Knife
- □ Teaspoon
- □ Soup Spoon
- □ Dessert Fork

BANQUET EQUIPMENT
- □ Chaffing Dishes
- □ Coffee Urns
- □ Punch Bowl
- □ Beverage Fountain
- □ Carving Station
- □ Trays
- □ Cream & Sugar
- □ Salt & Pepper
- □ Table # & Stand

BAR SERVICE

TABLES
- □ Portable Bar
- □ Bar Stools
- □ Cocktail
- □ Fill & Chill
- □ Bar Table

WEDDING RECEPTION (CONT...)

LINEN
- □ Tablecloths
- □ Napkins
- □ Skirting

BARWARE
- □ Wine
- □ Martini
- □ Hi Ball
- □ Champagne
- □ Beer Pilsner
- □ Beer Mug
- □ Punch Cup
- □ Margarita
- □ Shot Glasses
- □ Pina Colada

SERVICE EQUIPMENT
- □ Punch Bowls/Ladle
- □ Pitchers
- □ Wine Carafes
- □ Frozen Drink Machine
- □ Ice Chests/Scoops
- □ Bar Caddy
- □ Trash Cans

FOOD SERVICE buffet style

BUFFET TABLES
- □ Rectangular
- □ Round
- □ Square
- □ Serpentine

LINEN
- □ Tablecloths
- □ Skirting

SERVING PIECES
- □ Chaffing Dishes
- □ Trays
- □ Bowls
- □ Utensils

CAKE SERVICE
- □ Cake Stand
- □ 3 Tier Serving Tray
- □ Knife/Server
- □ Trays
- □ Coffee Service
- □ Napkins

AUDIO/VISUAL

- □ Microphone
- □ Speakers/Stands
- □ Movie Screen
- □ Projector
- □ Sound System
- □ Karaoke Machine
- □ Up-lighting

PROFESSIONAL SERVICES

- □ Site Survey
- □ Delivery & Pick Up
- □ Party CAD Drawing
- □ Expert Installation (Tents, Flooring)
- □ Permit if required
- □ Safety Features
- □ Set Up & Break Down (Tables & Chairs)
- □ Experienced Advice

NOTES:

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