



Thomas Tent & Event, Inc.

DBA Gaithersburg Party Rental

8500 Anniversary Circle
Gaithersburg, MD 20877

301-963-9011

301-963-2656 Fax

Mon-Fri 8am-5pm
Saturday 9am-1pm

www.GaithersburgPartyRental.com

General Policy Information

Rental Rates

Rental rates are daily (8 hour), 24 hour, weekend, weekly and monthly.

Special long term rentals may be negotiated.

Reservations

We advise you to reserve rental equipment to ensure availability.

A down payment of 50% is required on most reservations.

The lessee is required to provide a credit card, drivers license or state identification card.

In some cases security deposits may be required.

Damage Waiver Charge (DWC)

A damage waiver charge of 9% of rental is charged to cover accidental damage or breakage of rental equipment. DWC is optional and may be declined by the customer.

Damaged or broken items must be returned. The DWC does not apply for missing items or damage from negligence.

Delivery

Delivery and pick-up service are available for an additional fee.

Deliveries are made to a convenient place close to the truck stop such as a loading dock, garage or driveway.

A carry fee will be charged for deliveries to areas such as the backyard or inside the building.

A fee will be added for table and chair set up and take down.

The customer is required to be present at the time of delivery.

Deliveries will be made during the business day with no set time.

In cases where a precise delivery time is required, please consult with a sales representative and delivery will be priced accordingly.

For orders, the client opts to pick up a handling fee will be charged.

Overtime

The rate for after hours labor is \$35 per hour, with a two hour minimum per man.

Inspection

All rental equipment is clean and ready to use.

Please inspect all items upon receipt to ensure that they meet your requirements.

Please return equipment clean.

Cleaning Deposit

China, glassware, flatware and other food and beverage related equipment may be subject to a cleaning deposit.

Cleaning deposits are prepaid by the customer and refunded when the item(s) are returned clean.

Tent installation

Standard tent installations are done over an area such as a backyard where stakes are driven into the earth. Miss Utility must be contacted 72 hours prior to driving stakes into the ground.

A site evaluation is required for tent installations on decks, patios or areas deemed necessary due to space restrictions. The site evaluation fee is credited toward your order if you choose to rent a tent with our company.

Special tent installation pertains to installations on decks, patios, and parking lots.

Special installation rates take into account special height requirements, driving stakes into pavement and plugging afterward, removal of equipment such as patio furniture, time and labor.

Please consult one of our customer service professionals regarding special tent installation requests.

Cancellation Policy

Cancellations must be made at least one week prior to the date of the event. Failure to do so may result in a restocking fee or the loss of deposit.

Cancellation of tents and tent accessories are subject to fees if cancellation is received within 30 days of the date of the event. Posted prices are subject to change.

Here is a list of factors one should consider when planning a tent event.

1. What type of event will be occurring?
2. Determine what type of surface the tent will be installed over, e.g. a grassy area, concrete, asphalt, or other.
3. Will the tent require accessories such as sidewall, sidewall liners, tent top liner, pole skirts or pole covers, lights, fans, air conditioner, heater, sub floor and top floor or carpet.
4. Will the event require tables and chairs for dining? How many guests?
Allow 12.5-15 square foot of space for each guest that will be seated at a 5 or 6' round dining table under the tent. 5' round tables seat 8 guests and 6' round tables seat 10 guests. 8'x30" tables will seat 10 guests, therefore allow 10 square feet per guest.
5. Will the event require a head table, cake table, bar, buffet tables, stage or dance floor?
Allow 100 square feet for every buffet table, bar, or cake table.
6. Special tent installations that require, extension in height, staking in asphalt and plugging afterward or other extraordinary services will be charged accordingly.
7. In some cases a site evaluation may be necessary. The average fee for a site evaluation is \$150 that will be credited towards the tent rental fee should the customer contract.
8. It should be noted that it is required by law that preceding a tent installation Miss Utility will mark any underground utility lines so they be avoided.
9. In some cases a tent permit is required. Consult your local municipality for more information.
10. It should be noted that a tent installation may occur two days prior to an event. Removal of equipment is usually done on the first business day following the event.
11. Tent installation or removal that is conducted outside of regular business hours is considered overtime and will be charged accordingly.
12. Cancellation of tents should be done 30 days prior to the event date. Cancellation within the 30 day period prior to the event will result in the loss of deposit or cancellation fee.

Pole Tents



20x20'
 20x30'
 20x40'
 30x30'
 30x45'
 30x60'
 40x40'
 40x60'
 40x80'
 40x100'
 60x60'
 60x90'
 60x120'

30'x can be expanded in 10' increments
 30'x can be expanded in 15' increments
 40'x can be expanded in 20' increments

Frame Tents



6x10' Marquee
 10x10' Pop-Up
 10x10'
 10x20'
 12x12'
 15x15'
 18x18'
 20x20'
 20x30'
 20x40'
 30x30'
 40x40'
 40x60'
 40x80'
 40x100'
 40x120'

30'x can be expanded in 15' increments
 40'x can be expanded in 20' increments
 60'x can be expanded in 30' increments



Tent Seating and Space Allowances

Theater Seating (chairs in a row)	6 sq. ft/person
Classroom Seating (tables & chairs in a row)	6 sq. ft/person
Banquet Seating (rectangular tables)	10 sq. ft/person
Banquet Seating (round tables)	12.5-15 sq. ft/person
Cocktail Party/Reception (all standing)	9 sq. ft/person
Cocktail Party/Reception (some seated)	8 sq. ft/person
Buffet and Bar	100 sq. ft/table
Band 3-12 Piece	100-500 sq. ft
Dance Floor	9 sq. ft/person



Tent Accessories

Light String-8 Globe, 84'	\$60.00	Sidewall-20x8'	\$60.00
Light String-24 Bulb, 48'	\$40.00	Sidewall-20x7'	\$60.00
Light String-Cafe Style, 36'	\$35.00	Sidewall-18x8'	\$55.00
Light String-LED Colors, 48'	\$50.00	Sidewall-15x8'	\$50.00
Light String-LED Bistro, 56'	\$50.00	Sidewall-12x8'	\$45.00
Light String-Twinkle (priced by linear ft)	\$1.00	Sidewall-10x8'	\$40.00
Lights-LED Par	\$35.00	Sidewall-10x7'	\$40.00
Chandelier-Classical Iron	\$150.00	Sidewall-10x10'	\$40.00
Chandelier-Vienna White	\$150.00	Tent Liner (priced by sq. ft)	\$1.00
		Sidewall Liner (priced by linear ft)	\$6.00
		Pole Skirt	\$20.00

Sidewall options: Clear, Clear with Zipper, White, White with zipper, Cathedral, and Mesh.



Power & Climate Control

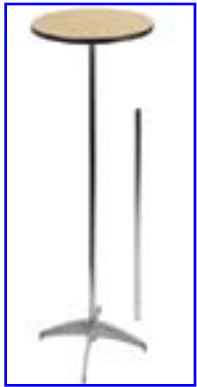
Tent Heater-80K BTU	\$80.00	Generator	\$70.00
Tent Heater-170K BTU	\$160.00	Pedestal Fans	\$30.00
Tent Heater-80K BTU w/ Duct & Diffuser	\$100.00	Drum Fan	\$40.00
Patio Heater	\$50.00	Misting Fan-10 gal.	\$75.00





Chairs

Chair-Chiavari	\$5.00	Kids	
Chair Cushion-Chiavari	\$1.50	Chair-Chiavari	\$2.00
Chair-Padded Folding Black	\$3.00	Chair-Folding White	\$1.25
Chair-Padded Folding White	\$3.00	Chair-Stackable	\$1.25
Chair-Padded Folding Natural	\$3.00		
Chair-Padded Folding Tan	\$3.00	Specialty	
Chair-Padded Stacking Grey	\$3.00	Chair-Fanback Wicker	\$30.00
Chair-Stacking Cafe Style White	\$1.75	Barstool-White	\$9.50
Chair-Folding White	\$1.50	Barstool-Chiavari Gold	\$9.50
Chair-Folding Black	\$1.30		



Tables

Rectangular		Round	
4'x24"-adjustable height	\$6.50	3' Round-seats 4	\$6.75
4'x30"-seats 4	\$6.50	4' Round-seats 6	\$7.50
6'x30"-seats 6-8	\$7.00	5' Round-seats 8-10	\$9.00
8'x30"-seats 8-10	\$8.00	6' Round-seats 10-12	\$10.00
6'x18"-Conference	\$7.50	4' Round-Kids	\$7.50
8'x18"-Conference	\$8.50		
6'x30"-Kids	\$7.50		
		Cocktail	
Specialty		24" Rnd (30" or 42" height)	\$7.50
Serpentine-Small	\$7.75	30" Rnd (30" or 42" height)	\$7.50
Serpentine-Medium	\$8.75	30"x30" (30' or 42" height)	\$7.50
Half Round-5'	\$8.75		
Farm Tables	\$150.00		



Tablecloth and Napkins

Prices listed are for Polyester Tablecloth only

54"x54" Sq.	\$9.00	90" Rd.	\$11.00
72"x72" Sq.	\$9.00	108" Rd.	\$14.00
60"x120" Rec.	\$11.00	120" Rd.	\$15.00
90"x90" Sq.	\$14.00	132" Rd.	\$19.00
90"x132" Rec. (R. Edge)	\$23.00	84" Umbrella	\$13.00
90"x156" Rec (R. Edge)	\$23.00	60" Serp. Throw	\$18.00
Napkin 20"x20"	\$.75	60" Serp. Fitted	\$26.00
Napkin Ring-Brass	\$.50		

For a full list of Tablecloth products please visit www.gaithersburgpartyrental.com

Buffet Pieces

Chafing Dishes

Full Size-8 qt. w/o pan	\$14.00
Square-4 qt. w/o pan	\$12.00
Round-6 qt. w/ pan	\$12.00
Round-5 qt. w/ pan	\$12.00
Full Size-8 qt. Elec. w/o pan	\$20.00

Chafing Dish Accs.

Full Size Pan-4"	\$4.00
Half Size Pan-4"	\$2.00
Full Size Pan-2.5"	\$3.00
Half Size Pan-2.5"	\$1.50

Trays

Tray-Round Silver (12"-18")	\$5.00
Tray-Round S.S (20")	\$7.00
Tray-Round S.S (22"-25")	\$8.00
Tray-Rec. S.S (15"x24")	\$8.00
Tray-Bus Boy	\$4.00
Stand-Bus Boy	\$4.00
Cake Stand-High Polish	\$25.00
Tray-2 Tier S.S	\$8.00
Tray-3 Tier S.S	\$10.00
Soup Tureen	\$15.00
Heat Lamp Double	\$14.00
Heat Lamp w/ Board	\$35.00

Punch Bowls & Fountains

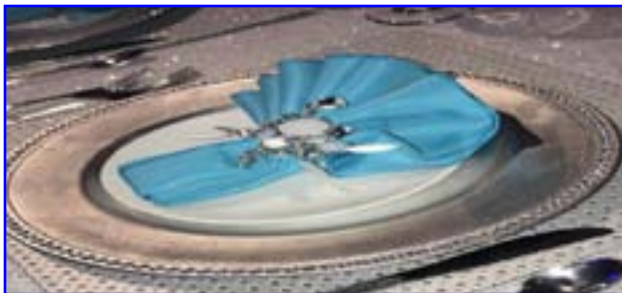
Fountain-7 gal S.S	\$60.00
Fountain-5 gal S.S	\$55.00
Fountain-3 gal S.S	\$50.00
Fountain-Chocolate 10 Lb	\$200.00
Fountain-Chocolate 20 Lb	\$225.00

Punch Bowl-1½ gal. Glass	\$7.00
Punch Bowl-1½ gal. Silver	\$10.00
Punch Bowl-1 gal. Silver	\$10.00
Punch Bowl-3 gal. Silver	\$25.00
Punch Bowl-3 gal. S.S	\$10.00
Punch Bowl-7 gal. S.S	\$20.00

Tabletop Accessories

Water Pitcher-Plastic (other options available)	\$1.50
Salt & Pepper Shakers	\$2.00
Candelabra-3 Light Silver	\$8.00
Candelabra-5 Light Silver	\$10.00
Candelabra-5 Light Nickle	\$9.00
Mirror-Centerpiece 14"	\$3.00

Candy Dish-Silver	\$3.00
Compote-Silver	\$4.00
Snack Bowl	\$3.00
Plastic Bowl-8qt 12"	\$2.00
Plastic Bowl-15qt 15"	\$3.00
Plastic Bowl-18qt 18"	\$4.00
Plastic Bowl-28qt 23"	\$5.00





China

Dinner Plate	\$3.50	Coffee Cup	\$.70
Salad/Dessert Plate	\$3.50	Saucer	\$.70
Bread & Butter Plate	\$3.50	Coffee Mug	\$.70
Glass Plate	\$3.50	Sugar Bowl	\$1.50
Luncheon Plate	\$3.50	Creamer	\$1.00
Snack Plate	\$3.50	Platter	\$2.00
Fruit Bowl	\$3.50	Oval Platter	\$2.00
Soup Bowl	\$3.50	Gravy Boat	\$2.00
Plate Cover S.S	\$2.00		

Plates and bowls are priced per packages of five.



Glassware

Water Goblet Short Stem	\$.70	Wine Glass-Red	\$0.70
Water Goblet Long Stem	\$.70	Wine Glass-White	\$0.70
Highball	\$.70	Wine Glass-Tall	\$1.00
Champagne-Fluted	\$.75	Martini	\$1.00
Champagne-Saucer	\$.75	Margarita	\$1.00
Old Fashion	\$.70	Pilsner	\$1.00
Punch Cup	\$.70	Pilsner Stem	\$1.00
		Irish Coffee	\$1.00

The prices shown above are per piece, however, glassware is rented by the crate. Crates generally hold 16, 25 or 36.



Silverware

Flatware		Serving Utensils	
Fiori-Gold Plated	\$10.00	Cold Meat Fork	\$0.70
Vanessa-Silver Plated	\$10.00	Serving Tongs 12"	\$1.00
Bastia-Stainless Steel	\$7.00	Cake Knife	\$2.00
Chateau-Stainless Steel	\$7.00	Cake Server	\$3.00
Flatware is priced per packages of ten.		Steak Knife	\$0.75
		2 Prong Fork	\$1.00
		Serving Spoon	\$1.00

For a full list of products please visit www.gaithersburgpartyrental.com



Bars & Beverage Accessories

Bar-LED Curved	\$90.00	Cooler-1/2 Keg	\$15.00
Bar-Maximizer	\$85.00	Cooler--1/2 Keg w/ Wheels	\$15.00
Bar-Cambro	\$65.00	Beverage Dispenser-2 gal.	\$25.00
Ice Chest-120 qt.	\$15.00	Beverage Dispenser-3 gal.	\$25.00
Beverage Tub-S.S	\$20.00	Beverage Container-5 gal.	\$6.00
		Beverage Container-10 gal.	\$8.00



Coffee & Tea Service

Coffee Maker-100 cup	\$17.00	Coffee Pitcher-Insulated	\$4.00
Coffee Maker-55 cup	\$16.00	Hot Bev. Container-5 gal.	\$10.00
Coffee Urn 5 Gal S.S	\$40.00	Hot Bev. Container-10 gal.	\$15.00
Coffee Urn 3 Gal S.S	\$30.00	Water Boiler-100 cup	\$35.00
		Water Boiler-45 cup	\$25.00



Concessions & Cooking

Popcorn Machine	\$70.00	Rotisserie-Charcoal 2x5'	\$150.00
Popcorn Machine Cart	\$15.00	Grill-LPG 2x5'	\$175.00
Cotton Candy Machine	\$70.00	Grill-Charcoal 2x5'	\$125.00
Cotton Candy Cart	\$15.00	Stove-Single Burner LPG	\$20.00
Cotton C. Sneeze Guard	\$15.00	Stove-Tabletop Butane	\$10.00
Sno-cone Machine	\$70.00	Wok Set-3 Piece	\$20.00
Hot Dog Rotisserie	\$70.00		



Bounce House

Bounce House-Magic Castle
 Bounce House-Pink Castle
 Inflatable Water Slide

Call for pricing

Audio and Video



Amplifier-300 watt	\$35.00	Mic. Stand	\$5.00
Speaker w/stand	\$30.00	Mic. with cord	\$10.00
Lectern Tabletop with sound	\$80.00	Mic. Wireless-Handheld	\$30.00
Lectern Floor with sound	\$120.00	Mic. Wireless-Headset	\$50.00
Lectern Tabletop no sound	\$15.00	Quad Receiver w/ 4 Mics.	\$110.00
Lectern Floor no sound	\$50.00	Quad Receiver w/ 3 Mics.	\$90.00
Lights-LED Par	\$35.00	Quad Receiver w/ 2 Mics.	\$70.00
Light-LED Rail	\$35.00	Multi Media Cart	\$10.00
Active Speaker-60 Watts	\$20.00	Projector-Sanyo	\$125.00
Active Speaker-100 Watts	\$40.00	Projection Screen-70"x70"	\$30.00
Active Speaker-500 Watts	\$75.00	Projection Screen-96"x96"	\$40.00

Event Accessories



Throne Chair-Gold with Red Velvet	\$100.00
Stanchion-Black w/ tape	\$12.00
Stanchion-Brass	\$10.00
Stanchion Rope-Red	\$2.00
Red Carpet 30'x3'	\$60.00
Red Carpet 60'x3'	\$80.00
Red Carpet 50'x6'	\$100.00
Clothing Rack	\$15.00
Wooden Hangers	\$.25
L.E.D Cube	\$20.00
L.E.D Sign	(call for pricing)
Trash Can-30 gal.	\$5.00
Trash Can-7 gal	\$2.00

Flower Stands

Flower Stand-Wicker 42"	\$9.00
Flower Stand Column 45"	\$14.00
Flower Stand Column 35"	\$12.00
Flower Urn Classic	\$15.00
Balustrade w/cap 30"	\$14.00
Balustrade Section 4'x30"	\$19.00

Columns

Colonnade Arch	\$180.00
Column 96"	\$30.00
Column 72"	\$20.00

Pipe & Drape



Base Plate-14"x16"	\$3.00	Base Plate-8"x14"	\$2.00
Upright-8'	\$3.00	Upright-3'	\$1.50
Support Bar-6',8',10'	\$5.00	Support Bar-6,8,10	\$5.00
Double Backwall Hanger	\$5.00	Double Backwall Hanger	\$5.00
Drape-Banjo 94"x48"	\$6.00	Drape-Banjo 34"x48"	\$3.00
Drape-Polyester 96"x72"	\$12.00	Drape- Polyester 34"x72"	\$9.00



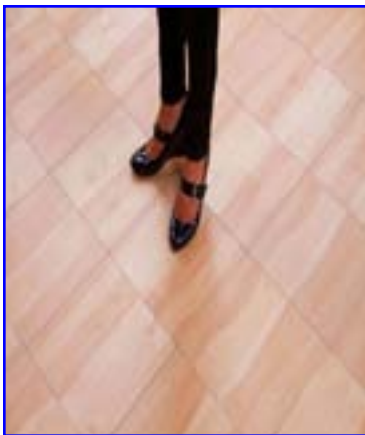
Stage

Stage 4x4' Sections	\$30.00
Stage Steps	\$30.00
Stage Rails	\$15.00
Astro Turf (per sq ft)	\$1.00

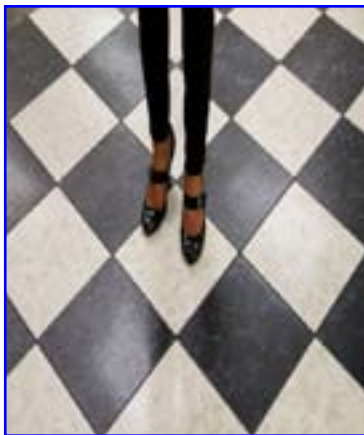
Multiple pieces of the 4x4' stage can be placed together to make a larger stage. Available in 8", 16", or 24" heights.

Flooring

Dance Floor



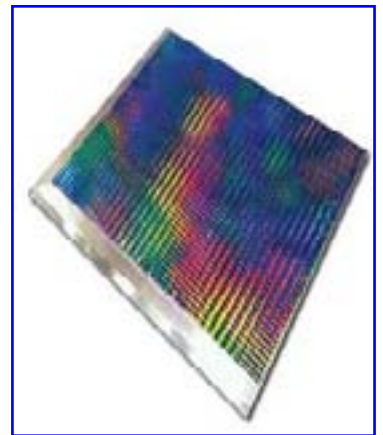
Vinyl Maple
\$1.00 (per sq. ft)



Black & White
\$1.00 (per sq. ft)



Sim Wood
\$1.66 (per sq. ft)



Hyper Plaid
\$1.75 (per sq. ft)

Sub Floor and Carpet



Dura-Trac \$1.50 (per sq. ft)



Event Deck \$1.25 (sq. ft)
May require moving equipment



Astro Turf \$1.00 (sq.ft)