



**BROADWAY  
PARTY & TENT  
RENTAL**  
"We Rent Celebrations"

8101 Ashton Ave NE, Fridley, MN 55432, 763-208-1357 or

**FAX TO: 763-208-1507**

[www.BroadwayPartyRental.com](http://www.BroadwayPartyRental.com)

# TENT LAYOUT

Customer # \_\_\_\_\_

CIRCLE which direction is NORTH



----- CROSS STREET -----

----- MAIN STREET -----

*Sketch placement of where you'd like Tent. Include MEASUREMENTS & DETAILS = trees, objects, patio, etc*

*YOU NEED TO KNOW **WHERE** TENT IS GOING **BEFORE** WE ARRIVE on SetUp Date \_\_\_\_\_*

**IF A BUSINESS PROPERTY: THE CUSTOMER MUST MARK WITH WHITE PAINT, THE 4 CORNERS OF WHERE TENT WILL BE PLACED BEFORE GOPHER ONE COMES TO LOCATE PUBLIC UTILITIES!**

*(4-5 BUSINESS DAYS)*

Name/Organization/Business \_\_\_\_\_ Event Date \_\_\_\_\_

Event Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Event Hours \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_

Describe area between street curb / parking lot & Tent Site (check any that apply) Backyard \_\_ Steep Driveway\_\_ Hill\_\_ Gate\_\_ Fence\_\_ Security\_\_

How many Stairs\_\_ Is it a Long Carry over 100' Y\_\_ N\_\_ If Y how far? \_\_\_\_ etc \_\_\_\_\_

(Extra Fees may be necessary)

Person in charge of Tent placement \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Have you** Read Installed Tent & Canopy Info Sheet? \_\_\_\_ **Will you** need to pull a Permit? \_\_\_\_ Mark Private Utilities? \_\_\_\_ Prepare Site? \_\_\_\_

Can Tent be staked? \_\_\_\_ (We need a 48 Biz Hr notice to call Gopher One & you need to mark corners) Or does it have to be weighted? \_\_\_\_ (extra fee)

**All Tent placement changes must be in writing.**

**Extra Charges will be added for wait times, adding sidewall, & changing placement of Tent after it's been erected.**