

Party Planning Guide

Maximum Capacity per Tent Size:

Note: These are maximum capacity. If buffet tables, dance floor, etc. will be put under the tents as well, that will reduce the number of guest tables that the tent will accommodate.

10 x 10 Frame

1 - 6' round tables (*seats 10*)

1 - 5' round tables (*seats 8*)

1 - 6' x 30" tables (*seats 8*) +1 buffet table

10 x 20 Frame

2 - 6' round tables (*seats 20*)

2 - 5' round tables (*seats 16*) + 1 buffet table

3 - 6' x 30" tables (*seats 24*)

10 x 30 Frame

3 - 6' round tables (*seats 30*)

3 - 5' round tables (*seats 24*) + 1 buffet table

4 - 6' x 30" tables (*seats 32*)

+ 1 buffet table

10 x 40 Frame

4 - 6' round tables (*seats 40*)

4 - 5' round tables (*seats 32*) + 1 buffet table

6 - 6' x 30" tables (*seats 48*)

+ 1 buffet table

20 x 20 Frame

4 - 6' round tables (*seats 40*)

5 - 5' round tables (*seats 40*)

6 - 8' x 30" tables (*seats 54*)

20 x 30 Frame

6 - 6' round tables (*seats 60*)

8 - 5' round tables (*seats 64*)

9 - 8' x 30" tables (*seats 78*)

20 x 40 Frame

8 – 6' round tables (seats 80)

10 – 5' round tables (seat 80)

12 – 8' x 30" tables (seat 108)

40 x 40 Frame

16 – 6' round tables (seats 160)

20 – 5' round tables (seats 160)

24 – 8' x 30" tables (seats 216)

40 x 60 Frame

24 – 6' round tables (seats 240)

30 – 5' round tables (seats 240)

36 – 8' x 30 tables (seats 324)

40 x 80 Frame

32 – 6' round tables (seats 320)

40 – 5" round tables (seats 320)

48 – 8' x 30" tables (seats 432)

30 x 45 Pole

**Combo 8 – 6' & 3– 5' round tables (seats 104)
+2 buffet table**

15 – 5' round tables (seats 120)

18 – 8' x 30" tables (seats 156)

30 x 60 Pole

**Combo 8 – 6' & 8– 5' round tables (seats 144)
+2 buffet table**

18 – 5' round tables (seats 144)

24 – 8' x 30" tables (seats 200)

40 x 40 Pole

Combo 8 – 6' & 8– 5' round tables (seats 144)

18 – 5' round tables (seats 144)

24 – 8' x 30" tables (seats 204)

40 x 60 Pole

Combo 12 – 6' & 12– 5' round tables (seats 216)

28 – 5' round tables (seats 224)

36 – 8' x 30 tables (seats 306)

40 x 80 Pole

Combo 16 – 6' & 16– 5' round tables (seats 288)

38 – 5" round tables (seats 304)

48 – 8' x 30" tables (seats 408)

Canopies & Tents

We currently carry frame tents from 10' x 10' up to 40' x 80' and pole tents 30' x 45' to 40' x 80'. A tent is a heavy duty structure, design to withstand more severe weather elements. A frame tent is a complex frame system that must be installed by our party staff. Tents can accommodate sides, for further protection against unpleasant weather and cold.

Frame tents can be installed on a grassy area, in a parking lot, in a warehouse, etc. Pole tents can be installed on a grassy area. They can be used for parties, wedding ceremonies, business meetings, fund-raisers... whatever your event may be. Mention any unusual conditions, so our staff can accommodate your needs.

When deciding on the right size structure for your event, several factors need to be considered. How many people will be attending? Will food be served buffet-style? Do you need a dance floor? As a general rule, for a seated dinner, you will need 10-12 sf per person, without the extras. For example, a 20' x 20' tent will accommodate about 40 people. Then figure in the other items. Multiple tents can be used separately or joined together to make a variety of configurations. Call with your specific needs and we can let you know which size tent is best for your event.

Tent Accessories

Now that you have decided which size structure you will be using, you can look at other accessories that will compliment your tent and fill other needs. We have a whole line of tent sidewalls, lighting, flooring, heaters, fans and generators. Consider the time of day, weather and location to see if these are needed.

Our sidewalls come in a "French-window" look, solid white or mesh screen sections. These attach to the frame system of the tent. They come in 20' or 30' lengths and go around corners. You can enclose an entire tent or just a portion of it.

We offer a wide variety of lighting to meet your needs. Do you want to light the entire tent or just have a party glow? We have chandeliers and globe lights. These can be installed many different ways to get the look you want.

If it is cold or hot outside, we can help with that! We have two sizes of propane tent heaters to accommodate the size tent you choose. We also have fans to help with those warm summer days. They come in a variety of sizes to meet your needs.

When entertaining outside in cooler weather, on a patio or deck, consider a Patio Heater to help warm things up. They need to be used in an open area with complete overhead clearance. They run on a 20lb propane tank and need no electricity. It's a great, inexpensive way to add another space to party.

Tables & Chairs

Depending on the type of event you are having, we have several varieties of tables and chairs to choose from. The type of event will help determine the best seating arrangements.

Our tables come in many sizes and shapes. The chart above shows the maximum that will fit under each size tent.

New to our table line are Adjustable Height Cocktail Tables. They come in 30" & 36" diameter and adjust to 30", 36" and 42" heights. They can be used as intimate seating or as a tall cocktail table.

Our chairs are strong folding chairs with molded plastic seat and back with a steel-tube frame. You can choose standard beige or white.

Event Essentials

The tent size has been determined; the amount of tables and chairs has been figured out; lighting, heating, generators, sidewalls - they have all been ordered. Now you need to fill the tent with all the little essentials that make an event special.

Those tables need to be covered! We have a whole line of linens in just about every shape, size, color and fabric you can imagine! We, also, have napkins, chair covers, table runners- all that you need to set the perfect table. Let your imagination & creativity go wild to create your unique party look.

When having a head table at a wedding, buffet tables for food and beverage, display tables for business or trade shows - anything you need a more formal look for - we have table skirts in many colors that can be added to the linens. For a more modern look away from the traditional skirting- we have oversized one piece linens that go to the floor. Same idea, but with a clean, contemporary look.

For those times when linens aren't the best choice for table coverings, we have a great alternative. They are disposable custom fit covers, made of a PVC plastic with elastic all around. They form fit to the top of the table. They won't blow away and can be wiped clean. They are perfect for informal or outdoor parties and events with scattered seating times. You can choose from many sizes and colors.

Need extra trash cans? We have a disposable alternative for sale.

Need an archway for that special wedding entrance? We have two different styles to choose from!

Want to have a little fun at your event? Consider adding one or more of our entertainment items for young and old alike. We have a selfie booth, dunk tank, Pitchburst balloon game or miniature golf.

Are you having a guest speaker, music or a presentation at your event? We have a 150 watt sound systems, cordless microphones and a multi-media projector.

Where there is music, there needs to be a place to dance! We have dance flooring available in a wood-look plastic. The wood-look plastic can withstand moisture, so can be set up outside, if you prefer. It comes in 3' x 3' sections and should be installed on a perfectly level area. If placed on grass, our flooring system is required for under the dance floor. When deciding the right size dance floor, you should figure about 4-5 sf per person. A 12'x15' dance floor will comfortably provide for 36-45 dancers at once. Speaking of flooring systems- we now have a great flooring system that can be used for many situations. It is made of a hard black colored plastic, in 6"x24" inter-locking sections. Each piece has skid resistance and a hole drainage system, so it can be used in any weather condition. Use it under tents, over dirt, grass or gravel, create a temporary patio area - whatever your needs.

New to our Event Essentials line - staging! It comes in 4' x 4' sections and can be made into a variety of configurations.

Linen Length Guidelines

Use the following guide to determine the correct size linen for the table you are covering.

Drop Length

For Floor Length All Sides

36" Round Table: 96" Round Linen

36" Round Cocktail: 120" Round Lin

60" Round Table: 120" Round Linen

72" Round Table: 132" Round Linen

6'x30" Long Table: 90"x132" Linen

8'x30" Long Table: 90"x156" Linen

For "Seating" Length

60" Round Table: 90" Round Linen

72" Round Table: 108" Round Linen

6'x30" Long Table: 60"x120" Linen

8'x30" Long Table: 60"x120" Linen

Skirting Requirements

6'x30" Table front & sides : 11'

6'x30" Table all around: 17'

8'x30" Table front & sides: 13'

8'x30" Table all around: 21'

3– 8'x30" Tables head table : 29'

36" Round Table all around : 9.5'

60" Round Table all around : 16'

72" Round Table all around : 19'

Food Preparation

No event is ever complete without the best part- the food! We help make the food preparation easier with some essential cooking items.

We have a variety of cooking sources, depending on your menu. Our grills are large to serve a big event. Charcoal grills are 5ft long and propane grills are 6ft long. The propane grill comes with a 40lb propane tank, which should be enough for about 8 hours of use.

We have single burner propane cookers that can hold large cooking pots or pans. We have large steaming pots and clam pots that can be used on top of the burner.

Our hot dog steamer is electric and has separate containers so you can heat up the hot dogs along with the sauerkraut & chili to go along with it.

To help make your party run smoother, we have added an Insulated Pan Carrier to our Food Preparation line. It does not need electricity. Whatever you put in, it keeps it at that temperature until you open the door and serve. Cold foods stay cold. Hot foods stay hot. You can even carry it to another location. Prepare the food at home, then bring it to the party site. This item is great for Holiday meals, as well. Cook the food, clean up the kitchen, then sit down and enjoy a hot meal!

After all that food, you will need some coffee to go with dessert. We have a variety of coffee pots in 24, 55 and 101 cup sizes, as well as pump pots & thermal carafes. The pump pots hold about 2 liters of hot or cold beverages & the carafes hold 64 oz. without using electricity. Just fill the pots and sit them on the table for easy self-service.

Fun Food Equipment

Some events may need a little surprise fun food for the younger guests, as well as the older guests who still like to have fun! We have several great products for you to choose from.

A favorite item is a frozen drink machine! It makes frozen ice-y drinks in a wide variety of flavors. The machine has two separate containers, each holding about 3 gallons each, so you can serve more than one type.

Everybody loves popcorn! We have added a new unit to our Fun Food line - an Old Fashion Popcorn Cart! It is a freestanding model, bright red with 1920's detailing. It makes a great addition to any party. We have Popcorn Paks and Bags available for purchase. The Popcorn Paks contain everything you need to pop- oil, salt, butter flavoring. Each pak makes about 12 bags of popped corn.

Sno Cones are great anytime of the year, but especially on warm summer days! All you need are ice cubes and a little pressure on the handle and you have snow! Add one of our several flavors- and that's it! The concentrated flavor paks come in several flavors. Just add water and sugar.

When you think of fun foods, the first thing to come to mind is Cotton Candy! We have an easy to use unit with all the supplies you need- Sugar Floss and Paper Cones. Couldn't be simpler! Each container of floss yields about 65 cones. Cherry Berry, anyone?! Or how about Boo Blueberry?

Our new hot dog steamer is electric and has separate containers so you can heat up the hot dogs along with the sauerkraut & chili to go along with it. It is designed to look like an old fashion hot dog cart, but it is a table-top version. It even comes with an umbrella!

Serving Essentials

When having an event - be it a party, wedding, business meeting, etc. - presentation of the food is very important. It can change an event from a casual party to an elegant occasion. Whichever way you want to go, we can provide all the serving items you need to make it a memorable event.

Your table setting can go from simple to elegant just by adding china, flatware and stemware. Our china pattern is a classic white plate with gold trim. It comes in a 10" plate, a 7" salad/dessert plate, a 7" bowl, a cup and saucer. There are also serving pieces, which include an oval meat platter, vegetable bowls, a creamer and sugar bowl. The flatware is stainless steel and comes in a dinner knife, dinner fork, salad/dessert fork, tablespoon and teaspoon, as well as serving pieces. For stemware, we have a red wine, white wine or an all-purpose wine glass, a champagne flute, martini glass and a

stemmed water/all-purpose beverage glass. We carry serving pitchers in glass or a light weight plastic, as well as a glass Cambria mug (perfect for coffee, soup, hot chocolate or cider).

Another item that adds elegance and fun is a champagne fountain. You do not need to serve champagne to enjoy this great piece. It can accommodate children's fruit punch, iced tea, wine or other adult beverages. It comes in your choice of aluminum (which holds 3 gallons) or gold (which holds 2.5 gallons). New to our beverage service line are beverage dispensers (holds 3 gallons) with an ice column in the center. This is a great way to serve beverages and keep them cold at the same time.

When serving your food buffet style, there are several food warmers/chafing dishes to meet your needs. The larger 8 quart unit comes in a polished or brushed finish, with either a full or split pan. The split pan allows you to serve more choices with fewer warmers. There is also a 4 quart round chafing dish, which is great for sauces, vegetables, side dishes, for warm desserts such as cobblers or it can be used as a fondue pot. New to this line are our 14 quart soup warmers. In addition to soups, they can be used for items like hot cider and chili. The warmers will need sterno fuel, which we can provide. Each sterno can will last about 2 hours. The larger units need 2 cans, the round uses one.

If there are items on your buffet that need to be kept cold, we have tabletop chillers that are perfect for the job. Just fill with ice and place your bowls of food right on top. This is great for those summer outdoor parties. For beverage bottles and cans, we have party beverage coolers that can be filled with ice and your assortment of beverages.

When serving your buffet dinner, do not forget to have plenty of serving utensils on hand. We have gravy ladles, meat forks, pastry servers, solid & slotted spoons, spatulas and tongs.

Some of our newest items are waiter's trays and stands. They can be used to serve plated dinners, butlered hors-d'oeuvres, as buffet table serving platters or to help carry items at clean-up time.

Party Themes

A great enhancement to any event is to create a theme. Let your imagination and creativity guide you through every aspect of your planning. Use the theme to drive your invitation, food & beverage, décor, favors, entertainment, activities and dress code choices. Theme parties do not have to be limited to just children's parties. They are a great addition to adult parties, anniversaries, festivals, fundraisers...even weddings!

A great place to start is to see what the guest of honor likes (football, alien movies, beach, Jimmy Buffet, cruises) and build from there. Maybe there is something unique about their profession or name or age – then go with that.

Fundraisers and festivals really benefit from a theme lift. Once your theme is chosen, keep it going from invitations to take home favors. It's a great way for your event to stand out from the crowd!