

Planning Guide by THE TENT MAN

TENT SIZE • DANCE FLOOR SIZE • PARTY RENTALS • LINEN SIZES

We will gladly assist with any and all of your event-planning questions!

Below are some guidelines to help you get started:

TENT SIZE

To determine the appropriate SIZE tent for your special event, calculate the *total square footage* that will be required. Follow these 5 easy steps:

- STEP 1** Determine how many guests (total) are expected at your event.
STEP 2 Determine the type of party or event you are planning:

Type:	Calculate:
Stand-Up Cocktail-Style	6 sq. ft. per person
Cocktail-Style with some seating	8 sq. ft. per person
Tea-Style Reception with some seating	8 sq. ft. per person
Theater-Style, seated in Rows	8 sq. ft. per person
Dinner, seated at 8' Banquet Tables	10 sq. ft. per person
Dinner, seated at 5' Round Tables	12 sq. ft. per person

- STEP 3** Consider additional uses of space at your party or event, such as:

Additional Needs:	Add:
Dance Area *	5 sq. ft. per person
Musicians/Band (3-piece)	100 sq. ft. [8' x 12' stage]
Musicians/Band (5-piece)	250 sq. ft. [12' x 20' stage]
Musicians/Band (7-piece)	300 sq. ft. [12' x 24' stage]
Musicians/Band (12-piece)	450 sq. ft. [16' x 28' stage]
DJ Area	200 sq. ft.
Food Buffet Lines	100 sq. ft. per 50 guests
Beverage Service Areas	50 sq. ft. ea [1 area/100 guests]

***Calculating DANCE FLOOR SIZE**

Generally, never more than 50% of the people dance at any time. Each couple requires about nine square feet. If you have a party for 150 people (75 couples), approx. 40 couples will be the maximum number dancing. You need about 350 sq ft of dance area.

Guests	Sq Ft for Dancing	Recommend Size(s) Dance Floor
100	200 sq ft.	15x15, 16x16
150	342 sq ft.	16x20, 20x20
200	450 sq ft.	18x24, 20x24
250	567 sq ft.	18x30, 24x24

- STEP 5** Add your calculations from above to determine the *total square footage*. Match the *total square footage* to one of the following *standard tent sizes*:

Size	sq. ft.	Size	sq. ft.	Size	sq. ft.
10 x 20	200	30 x 30	900	60 x 60	3600
15 x 15	225	30 x 40	1350	60 x 70	4200
20 x 20	400	30 x 50	1500	60 x 80	4800
20 x 30	6000	35 x 40 Hex	1040	60 x 90	5400
20 x 40	800	40 x 40	1600	60 x 100	6000
20 x 60	1200	40 x 60	2400	60 x 120	7200
		40 x 80	3200	60 x 140	8400
				60 x 160	9600

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Example: Scenario: I'm expecting 350 guests at a Stand-Up Cocktail-Style party. There will be food buffets, 3 bars, and a band. The band is a 6-piece band. There will not be an area for dancing.

Your event requirements calculate as follows:

350 guests @ 6 sq. ft. per person=2100 sq. ft. for the guests. $350/50=7$, then 7×100 sq. ft.=700 sq. ft. for food buffets. $3 \text{ bars} \times 50$ sq. ft. for each bar=150 sq. ft. for bars. 6-piece band=300 sq. ft. for the band.

The *total square footage* required is 3250 sq. ft. One of our recommendations for your event would be a 60 x 60 tent (3600 sq. ft.). Other recommendations might include a custom-designed marquee-style setup – please call for specifics.

Depending on your type of event, you may want to add some extra space, or go to the next larger size than what is estimated, simply because extra room is better than not enough.

Custom Configurations Keep in mind that special sizes of tented space can be created using our modular system. Using special tent joiners, we can create a versatile space that will be unique to your event. We may also be able to work around obstacles such as flower gardens, fountains, trees, etc. Please contact us to discuss an on-site consultation.

PARTY RENTALS

Tables & Chairs To determine the number of tables & chairs you need for your event, consider the following:

Table Size	Comfortable Seating	Maximum Seating
8' Banquet Table	8	10
6' Banquet Table	6	8
30" Tall Cocktail Table	n/a	n/a
30" Round Table	4	4
48" Round Table	6	8
60" Round Table	8	10
72" Round Table	10	12

Linens Listed below are some of the most *common* linen sizes used – other sizes are available. Please inquire.

Table Size	To The Floor	6" From Floor	15" Drop
8' Banquet	90" x 156"	---	54"x120"/60"x120"
6' Banquet	90" x 132"	---	54"x120"/60"x120"
30" Tall Boy	120" Rnd (puddles)	108" Rnd (brush floor)	54"x54" Sq (topper)
30" Round Table	90" Round	---	54"x54" Square
48" Round Table	108" Round	90" Round	70"x70" Square
60" Round Table	120" Round	108" Round	90" Round
72" Round Table	132" Round	120" Round	108" Round

Linen Skirting Sets To determine the right amount of skirting for a banquet table:

Table Size	13' Skirt	17' Skirt	21' Skirt
6' Banquet Table	3 sides	4 sides	---
8' Banquet Table	3 sides	----	4 sides

Great events start with **THE TENT MAN...Contact us** to discuss your rental needs !

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