



202 Fairfield Road. Fairfield. NJ 07470.
(973) 575-1190. www.apartycenter.com

Wedding Rental Worksheet & Checklist

Congratulations on your engagement! We look forward to serving you during this exciting time! We have created this rental worksheet and checklist as a convenient tool you may use to plan for your wedding. This list shows just a portion of the items we have available. If there is something you are interested in and do not see it, please call! When you have completed your list, please contact us for a quote and to discuss further details. In order to help you plan appropriately, we will need to have an approximate guest count. You may wish to visit our full service showroom to make your final selections or you may simply use our interactive website. You will find pictures of each checklist item on our website to assist with your decision-making.

We hope to assist you in every way possible to ensure your planning is simple and simply perfect! In addition to having an in-house caterer and wait staff, we have also established relationships with several industry partners. We look forward to assisting you with many aspects of your planning by recommending professionals with whom we have worked and been pleased with. Our partners include a florist, a wedding cake designer and a full-service favor company.

The following section is to be completed if you will need a tent for your wedding:

- Will you need to have a covered walkway to the tent installed? Y N
- Would you like sides for your tent? Y N
- Would you like your tent to have poles in the center? Y N
(If you do not wish to have poles, you have a choice of either the **traditional top** or the **high peak top**)
- Would you like covers on the perimeter poles? Y N Would you like: **Straight covers** **Drape covers**
- Would you like a dance floor? Y N Would you like: **Prism** **Custom** **Wood**
- Will you need space for a DJ? Y N Will you need space for a band? Y N
- Will you need a platform or staging? Y N
- Will you be having a buffet or a sit-down meal? **Buffet** **Sit-down**
- Will you need a separate space for a cocktail hour or a Viennese station? Y N

Would you like a chocolate fountain? Y N Would you like: **Milk Chocolate** **Dark Chocolate**



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Please visit www.apartycenter.com to assist in making your selections using this checklist...

Chairs: Gold Ballroom White resin White fanback White basic Fruitwood Ballroom Other _____

Tables: Round Rectangle **Tables for:** Sweetheart Guests Cake Gift Placecards
Cocktail Hour/Bar Area (**round or square**) Buffet (these will most likely be rectangle)

Table Linens for: Sweetheart Guests Cake Buffet Gift Bar Placecards Cocktail Other _____

Dinnerware Pattern:

Cotillion White with Silver White with Gold Cream with Gold Stark White Square Cream

Dinnerware for: Appetizer Soup Salad Dinner Dessert Coffee Cup Saucer Other _____

Flatware Pattern:

Michelangelo Silver Baronet Chalet Hyannis Tivoli

Forks for: Cocktail hour Salad Dinner Dessert Other _____

Spoons for: Soup Dessert Coffee Espresso Other _____

Knives for: Salad Dinner Other _____

Chafing dishes: Silver Royal Crest Brass Trim Stainless

Serving Tools: Spoons Slotted Spoons Forks Tongs Pie/Cake **In:** Silver Stainless

Serving Trays and Platters: Cocktail hour Buffet Dessert

Glassware Pattern: Basic Weinland (available in select pieces only)

Glassware for: Water White Wine Red Wine All-Purpose Martini Margarita
Old-Fashioned Highball Pilsner Cordials Other _____

Bar: 4 Foot Choose: White Oak Walnut 6 Foot (White only) **Serpentine table & riser**

Candleabras: 3 Lite silver 4 light 26" with centerpiece bowl 4 light 32" with centerpiece bowl
7 light floor white 7 light floor brass 12" candles 15" candles

Accessories: White or Brass Metal Arch White Lattice Arch Arbor Gazebo Chuppah Lattice Panels
Columns Self-Standing Wedding Card Conservatory Tabletop Wedding Card Case White Tabletop Mailbox

Miscellaneous Service: Salt & Pepper Sugar bowl Creamer Coffee Urns Coffee Servers Bread Baskets
Waiter stands Large waiter trays Small waiter trays Electric Tealights