



*Make your  
party* **Unforgettable**



**DIAMOND**

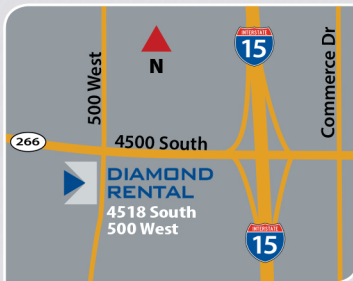
EVENT & TENT

Parties · Tents · Events

# Event Planning Tips

When planning your event, these 10 simple questions will get you started.  
Visit us online for a more detailed list you can print.

1. why are you hosting an event?  
- your goals?
2. who is on your guest list?
3. when is your event?
4. what is your location?
5. who is planning / coordinating?
6. what food? - how prepared?
7. what food? - how served?
8. your beverage plan?
9. rental equipment needs?
10. your style? - your vision?



## SALT LAKE CITY

4518 South 500 West ► 801.262.2080

**Showroom Hours:** Mon-Fri 8:00 am - 5:30 pm

Sat 8:00 am - 4:30 pm (Nov 1 to April 1: 8:00 am to 1:00 pm)

# Common Questions

- 1 Q RESERVATION DEPOSIT?  
A *Reserve your items with a 25% Non-Refundable Deposit.*
- 2 Q FINAL PAYMENT DUE?  
A *Payment in full prior to pick-up or delivery.*
- 3 Q MY FINAL ORDER MODIFICATIONS DUE?  
A *By noon, three (3) working days prior to delivery or pick-up.*
- 4 Q WILL CALL ORDERS DUE BACK?  
A *Between 8am-12pm on their due date.*
- 5 Q WASH MY DIRTY DISHES?  
A *Simply rinse or wipe, and return in their original crate.*
- 6 Q MY DELIVERY ARRIVAL?  
A *The day before when a truck is in your area (typically between 8am-8pm).*
- 7 Q WHERE WILL THEY PLACE MY RENTAL ITEMS?  
A *Preferably in a secure place like a garage with direct truck access.*
- 8 Q DOES DIAMOND RENTAL SET-UP EVERYTHING FOR ME?  
A *Most large items include set-up. Tables, Chairs, Linens, etc. are optional.*
- 9 Q WHO CALLS BLUE STAKES FOR CANOPY/TENT STAKING?  
A *With four (4) days notice before delivery, Diamond Rental handles for free.*
- 10 Q CANCEL A CANOPY OR TENT RESERVATION?  
A *Yes, any time prior to 30 days before your event.*

***Please feel free to call your salesperson if you have additional questions.***

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# Tables

Tables and chairs are the building blocks of most parties and events. We provide a full range of options, from basic folding chairs, to classic wedding chairs and elegant chiavari—all available in a range of colors and a large inventory.



TABLE SIZES	COMFY / FORMAL	COZY / CASUAL
30" Round	2	4
36" Round	4	6
48" Round	6	8
60" Round	8	10
72" Round	10	12
6' Banquet	6	8*
8' Banquet	8	10*
60" Square	6	8

\* Seated on the ends of tables.



30" Round



36" Round



48" Round



60" Round



72" Round



6'x30"  
Banquet



6'x18" Conference



6'x30"  
Banquet



8'x18" Conference



8'x30"  
Banquet



60" Square



8'x30"  
Banquet



60" Square



8'x48"  
Banquet

# Chairs

## Seating Tip

To decide what size tent you will need, it is often best to first outline your seating and table arrangements.



Folding Plastic



White Café



Resin Folding



Wood Folding



Padded Conference



Chiavari



Sonoma Crossback



Bamboo Folding



*also available:*  
 Chiavari Bar Stool (Silver, Fruitwood and Gold)  
 Black w / Chrome Barstool  
 Oak 29" Tall Barstool  
 Vineyard Bench 8 ft  
 Grey Cottage Bench 8 ft  
 Chair Covers  
 Chair Sashes (Standard / Solid Color)  
 Chiavari and Sonoma Cushions Available

*Visit our website  
 for more seating options and pricing.*



# Linens

Linens set the tone for any party or event. Diamond Rental offers the standard sizes and styles seen below, as well as a comprehensive inventory of specialty linens in many different fabrics, styles and colors. We have thousands of specialty linens in our inventory and can get almost anything you can imagine.

## ROUND

90" Rd  
108" Rd  
120" Rd  
132" Rd

## SQUARE

54"x54"  
72"x72"  
90"x90"  
120"x120"

## RECTANGLE

60"x120"  
90"x132"  
90"x156"  
84"x108", 108"x156"

## MISCELLANEOUS

Napkins  
Runners  
Sashes, Skirts  
Chair Covers



prices & availability on [diamondrental.com](http://diamondrental.com)





# Linens



MOIRE



ORGANZA



NOVA



SHEER



IMPERIAL STRIPE



PRINTS & CHECKS









TABLE RUNNERS



NAPKINS

## Linen & Table Compatibility Chart

Use this chart to match the correct linen size with your tables.  
(Standard table height is 30")

TABLES SIZES	30" RD.	36" RD.	48" RD.	60" RD.	72" RD.	6' BAN.	8' BAN.
<b>LINENS/SKIRTING</b>							
54" Square 	OVERLAY 12"to23" Drop	OVERLAY 9"to20" Drop	OVERLAY 3"to14" Drop			OVERLAY 12"to23" Drop	OVERLAY 12"to23" Drop
72" Square 			OVERLAY 12"to27" Drop	OVERLAY 6"to21" Drop	OVERLAY 0"to15" Drop		
90" Square 					OVERLAY 9"to28" Drop		
90" Round 	To Floor	27" Drop	21" Drop	15" Drop	9" Drop		
108" Round 			To Floor	24" Drop	18" Drop		
120" Round 				To Floor	24" Drop		
132" Round 					To Floor		
60"x120" Banquet 						15"&30" Drop	12"&15" Drop
90"x132" 						To Floor	
90"x156" 							To Floor
13' Skirt 	Full Table	Full Table	Full Table	2 Skirts	2 Skirts	3 Sides	3 Sides

# China



Bistro White Round



Bistro White Shapes



Bistro White Square



Bistro Black Square



Coral Glass Plates



Clear Glass Plates

Visit [diamondrental.com](https://diamondrental.com) for availability and pricing



# China



Ivory Venice



Villa D'Este



Ivory/Gold Double Band



White/Silver Double Band



Athens Gold Band



Athens Silver Band

CHINA PIECE SIZES / SHAPES	Bistro White Rounds	Bistro White Shapes	Bistro White Squares	Bistro Black Squares	Coral Glass	Clear Glass	Ivory Venice	Ivory Villa D'Este	Ivory/Gold Double Banded	White/Silver Double Banded	Gold Athens	Silver Athens
6" Round Plate	●				●	●	●	●	●	●	●	●
7" Round Plate	●						●		●	●	●	●
8" Round Plate				●	●							
9" Round Plate	●							●	●			
10" Round Plate	●				●	●	●	●	●	●	●	●
11" Round Plate				●								
12" Round Plate	●											
Soup Bowl 9"	●						●		●	●		
Soup Cup 8oz	●											
Coffee Cup 8oz	●						●		●	●	●	●
Coffee Saucer 6"	●						●		●	●	●	●
Demitasse Cup 4oz	●											
Demitasse Saucer 5"	●											
Mug 13 oz.							●					
6" Square Plate			●	●								
7" Square Plate			●	●								
10" Square Plate			●	●								
12" Square Plate			●									
5" Triangle Plate		●										
8" Triangle Plate		●										
5" x 10" Rectangle Plate		●										
7" x 14" Rectangle Plate		●										

# Glassware

From water goblets, wine glasses and champagne flutes to punch bowls and a full range of barware, we have what you need to serve your beverages in style. For your convenience, our glassware is packed and delivered in labeled racks.



Basic Barware



Specialty Barware



Beer Pilsners



Biconic Collection



Champagne Glasses



Cordials & Shots



Dessert / Novelty



Grande Collection



Cups & Mugs

# Glassware



Ramekins & Votives



Riedel Crystal



Tidbit & Tastings



Water Goblets



Stemless Wine



Stemmed Wine



Visit [diamondrental.com](https://diamondrental.com)  
for availability and pricing



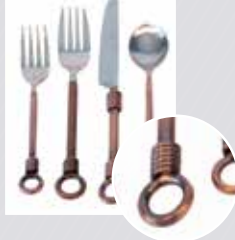
# Flatware

The look of highly polished flatware complements any table setting and shows that you pay attention to all of the details.

ANTIQUE



COPPER COMO



COPPER ROPE



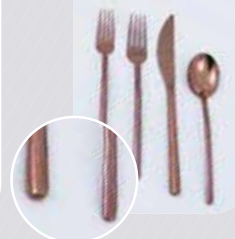
CHATEAU



DUBAI



DUO BRONZO



ESQUIRE



ICE ORO



LUCCA



MADISON



KING JAMES



SAN MARCO



## Tabletop Items

Centerpieces  
Glass Vases  
Jumbo Glasses  
LED Battery Candles  
Candy Jars

Visit [diamondrental.com](http://diamondrental.com)  
for details & pricing



# Food Service

Whether you are a catering professional or just want to cook like one, we have a wide variety of items that allow you to cook on-site, keep supplies cold, keep prepared food warm and serve with style and efficiency.



GRILL



GRIDDLE



TOWABLE GRILL



RANGE



REFRIGERATOR



DEEP FAT FRYER



COTTON CANDY



POPCORN



SNOWCONE



STANDARD CHAFER



ROLL-TOP CHAFER



HOT BOX



PUNCH FOUNTAIN



COFFEE URNS



CLEAR BEVERAGE DISPENSER



# Décor

Put the finishing touches on your event with decor that completes your vision. Diamond's decor services can be tailored to the unique needs of your event.



CRYSTAL CHANDELIERS



ELK ANTLER CHANDELIERS



FLORAL/CANDLE CHANDELIERS



LEG LINERS



CEILING TREATMENTS



BACKDROP DRAPES



BISTRO LIGHTING



THEATRICAL LIGHTING



PAPER LANTERNS



HANGING LANTERNS



THEME DECOR



MOROCCAN LANTERNS



IRON COLLECTIONS



COLUMN COLLECTIONS



LATTICE COLLECTIONS



# Event Equipment



## Dance Floors & Stages

**DANCE FLOORS:** Diamond Rental offers several options for both indoor and outdoor dance floors that are assembled to fit your space / needs.

### Indoor Dance Floor Options

*(Estimate 6 sq. ft. per person / 12 sq. ft. per couple)*

- 1' x 1' Plastic Dance Floor
- 3' x 3' Oak (Lighter) Dance Floor
- 3' x 3' Teak (Medium) Dance Floor
- 3' x 3' Walnut (Darker) Dance Floor
- White Dance Floor
- 4' x 4' Laminate Dance Floor

### Outdoor Dance Floor Options

- 1' x 1' Plastic Dance Floor (on a hard surface)
- 4' x 4' Laminate Dance Floor (on level grass)

**STAGES:** Diamond Rental offers options for both indoor and outdoor staging needs. Stages are assembled to fit your space / needs. Please consult one of our professionals to confirm your specifics and explore which option would best meet your needs.

- 4' x 8' Indoor Staging
- 4' x 4' Outdoor Staging
- Various Stage Stairs with and without hand rails
- Ramps available for wheelchair accessibility
- 3 Row Choral Risers (10 people per section)

## DANCE FLOOR SIZING

# GUESTS	# DANCING	INDOOR SIZES	OUTDOOR SIZES
25	8	9'x9'	8'x8'
50	17	9'x12'	8'x12'
75	25	12'x12'	12'x12'
100	34	12'x18'	12'x16'
150	50	18'x18'	16'x20'
200	66	21'x21'	20'x20'
250	83	21'x24'	20'x24'
300	100	24'x24'	24'x24'



Visit [diamondrental.com](http://diamondrental.com) for availability and pricing

# Party Tents & Canopies

Our party tents are small, portable shade coverings designed for do-it-yourself installation on grass. Frame canopies are vinyl coverings resting on metal frames designed to be installed by our expert crews on a variety of different surfaces.

## Covering Types Made Easy

- **SMALL** Party Canopies & Tents\*<sup>1</sup>
- **MEDIUM** Canopies\*<sup>2</sup>
- **LARGE** Pole Tents\*<sup>2</sup>
- **X-LARGE** Structures\*<sup>2</sup>

\* Walls may be added to any of these options

<sup>1</sup> Do-It-Yourself

<sup>2</sup> Delivery and Professional Installation Required



## Do It Yourself Options

TYPE	SIZE	SQ. FT.	60" TABLES	CHAIRS #
Party Canopy	10x10	100	1	8
Party Tent	20x20	400	4	32
Party Tent	20x30	600	6	48
Party Tent	20x40	800	8	64



## Frame Canopy Options

TYPE	SIZE	SQ. FT.	60" TABLES	CHAIRS #
Frame Canopy	10x10	100	1	8
Frame Canopy	10x20	200	2	16
Frame Canopy	10x30	300	3	24
Frame Canopy	10x40	400	4	32
Frame Canopy	20x20	800	4	32
Frame Canopy	20x30	600	6	48
Frame Canopy	20x40	800	8	64
Frame Canopy	20x50	1000	10	80
Frame Canopy	20x60	1200	12	96
Frame Canopy	30x30	900	9	72
Frame Canopy	30x40	1200	12	96
Frame Canopy	30x50	1500	15	120
Frame Canopy	30x60	1800	18	144
Frame Canopy	40x40	1600	16	128
Frame Canopy	40x60	2400	24	192
Frame Canopy	40x80	3200	32	256
Frame Canopy	40x100	4000	40	320



## Requirements to Consider

- Area Blue Staked (*Required by Law / 72-Hr. Notice Needed*)
- Sprinkler Lines Marked (*Property Owner's Responsibility*)
- Municipal Permits (*Varies per Size / Municipality / Purpose / Advanced Planning Required*)
- Fire Code Package (*Varies per Size / Municipality*)
- How to secure? (*Staked Down - \$ / Water Barrels - \$\$ / Cement Weights - \$\$\$*)



# Pole Tents & Clearspans

Large pole tents have the look of classic circus tents, with center poles in the middle and guy ropes around the perimeter. Clearspan structures are our largest option for big events, creating an event space free of poles, ropes or other obstructions.

## Pole Tent Options

TYPE	SIZE	SQ. FT.	60" TABLES	CHAIRS #
Pole Tent	40x40	1600	16	128
Pole Tent	40x60	2400	24	192
Pole Tent	40x80	3200	32	256
Pole Tent	40x100	4000	40	320
Pole Tent	50x50	2500	24	192
Pole Tent	50x70	3500	32	256
Pole Tent	50x90	4500	42	336
Pole Tent	60x60	3600	36	288
Pole Tent	60x80	4800	48	384
Pole Tent	60x100	6000	60	480
Twin Pole	60x60	3600	36	288
Twin Pole	60x80	4800	48	384
Twin Pole	60x80	6000	60	480



## Clearspan Options

TYPE	SIZE	SQ. FT.	60" TABLES	CHAIRS #
Clearspan	49x49	2401	25	200
Clearspan	49x66	3234	30	240
Clearspan	49x82	4018	40	320
Clearspan	60x60	3600	36	288
Clearspan	60x80	4800	48	384
Clearspan	60x100	6000	60	480
Clearspan	66x66	4356	36	288
Clearspan	66x82	5412	48	384
Clearspan	66x98	6468	54	432
Clearspan	82x82	6724	64	512
Clearspan	82x98	8036	72	576
Clearspan	82x115	9430	88	704
Clearspan	100x105	10500	100	800
Clearspan	100x120	12000	120	960
Clearspan	100x135	13500	130	1040



# *Make it Memorable*

We know the success of your event, whether large or small, is dependent upon achieving your goals and exceeding your expectations. Diamond Rental focuses on the details of your vision, so you can enjoy the excitement of celebrating your event with elegance and style.



# My Party Rental Budget

RENTAL ITEM	QTY	BUDGET \$	NOTE:	RENTAL ITEM	QTY	BUDGET \$	NOTE:
<b>VENUE ITEMS:</b>				<b>GLASSWARE:</b>			
Canopy or Tent(s)				Water Goblet			
Walls				Old Fashion / Rocks			
Lighting				Hi-Ball / Soft Drink			
Heating or Cooling				Red Wine			
Generator / Power Dist.				White Wine			
Flooring				Cup or Mug			
<b>CHAIRS:</b>				Other Glassware			
Ceremony / Awards				<b>FOOD SERVICE:</b>			
Dinner Seating				Chafers			
Cocktail Seating				Serving Trays			
<b>TABLES:</b>				Serving Bowls			
Round Tables				Serving Pieces / Tongs			
Pedestal Tables				Beverage Servers			
Banquet Tables				Fountain / Punch Bowl			
Other Tables				Grill or Griddle			
<b>LINENS:</b>				<b>ENTERTAINMENT:</b>			
Round Linens				Dance Floor			
Pedestal Linens				Stage			
Banquet Linens				Audio / Sound System			
Other Linens				<b>EVENT EQUIPMENT:</b>			
Napkins				Restrooms			
<b>CHINA:</b>				Lounge Furniture / Bar			
Appetizer				Décor / Backdrop			
Salad				<b>OTHER MISCELLANEOUS:</b>			
Dinner Plate							
Dessert Plate							
Other Plate / Bowl							
<b>FLATWARE:</b>							
Salad Forks							
Dinner Forks				<b>LABOR SERVICES &amp; OTHER:</b>			
Tea Spoons				Delivery Service			
Soup Spoons				Set-Up & Take-Down			
Dinner Knives				<b>BUDGET TOTAL</b> \$ _____			
Other Flatware							





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EVENT & TENT

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