



# DIAMOND

E V E N T & T E N T

## Event Planning Guide

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Tips and Guidelines to Make your Party  
Unforgettable



INCLUDES: Our Party Planning To-Do Checklist





### Showroom Location:

Salt Lake City  
4518 S. 500 W.  
801.262.2080

### Showroom Hours:

Mon-Fri 8:00 am - 5:30pm  
Sat 8:00 am - 4:30pm  
Winter Hours (Nov 1 to Apr 1 8:00am - 1:00pm)



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# Frequently Asked Questions

## ► Can I make changes to my reservation?

Changes can be made up to 3 business days before your event. Any reductions or cancellations made within 3 business days of your event will be subject to a 25% restocking fee. Additions are subjects to item availability.

## ► What is your cancellation policy?

Tent reservations cancelled within 30 days of delivery will be charged a 50% cancellation fee. All other cancellations will be charged a 25% cancellation fee.

## ► How far in advance should I make my reservation?

Reservations are subject to product availability. Once you are firm on your event date, please reserve your rental items as soon as possible. Ideally, large events should reserve at least 6 months in advance. Wedidngs should reserve at least 3 months in advance. However, we are always happy to accommodate last minute requests when we have the availability to do so. Permitting may also be necessary for your tent and can take up to 2 weeks or longer depending on your municipality.

## ► What is required to make a reservation?

To make a reservation, we require your contact information, valid credit card information and a non-refundable deposit. For most rental items, the deposit is equal to 25% of your reservation total. For tents and large event equipment, the deposit is equal to 50% of your final balance. This deposit will be applied toward your final invoice amount.



## ► Am I responsible for damaged, broken, or lost items?

Yes. The customer is responsible for rental items from the time they are delivered until they have been picked up by Diamond Event & Tent or until they have been checked back into our Will Call by the customer. Please keep all items secure, dry and protected from the elements as we do charge for



missing, broken and water damaged items. If any missing items can be located after the event, we ask that they be returned within 24 hours. You will be charged for any items that cannot be located.

### ► **What should I do if I receive my order and items are missing or damaged?**

If you discover missing or damaged items upon receipt, please contact us immediately so that we can make a note on your account and make arrangements to replace the items if desired. If it is after hours, please call us at (801) 262-2080 and leave a message in our after-hours emergency mailbox. We will contact you as soon as possible. We cannot accept disputes after an event is over. If requested, we are willing to perform a full inventory count of the items in question.



### ► **Am I responsible for cleaning dishware, flatware, and linens?**

No. We wash all dishware, flatware and linens upon return. Simply empty your glassware, rinse or wipe your plates and remove excess food from chafers and trays. China, flatware, and glassware should be sorted by style and placed back in the crates/racks they arrived in. Please shake out all linens and place them in the provided linen bag. Do not place linens in plastic bags. Grills and other cooking equipment must be returned in clean condition to avoid forfeiting the cleaning deposit.

### ► **When is my Will Call order due back?**

Will Call orders are due back between 8 am-12 pm on their due date. If you will need additional time, please contact your salesperson.

### ► **What happens if I am late returning my rentals?**

Late rentals will be charged an additional rental rate for each day past due.



# Frequently Asked Questions

## ► Do you deliver?

Yes. We offer delivery to most of the Wasatch Front. Business deliveries are between the hours of 8 am and 5 pm. Residential deliveries are between the hours of 8am and 8pm. We will deliver the business day before your event and pick up the next business day after your event. During the peak season, we offer delivery services 7 days a week. Delivery rates will vary depending on delivery specifics.

## ► How much is your delivery fee?

Our standard delivery fee for most of the Wasatch Front is \$150. Please contact us for a quote for regions outside this area.

## ► What time will my delivery arrive?

Delivery trucks are assigned the most efficient route possible within an area. During the summer they typically arrive between 8 am-8 pm. If we have a contact name and phone number, our driver will call you 30-60 minutes prior to your delivery.

## ► Can you deliver at specific times?

Yes. There are additional delivery fees for smaller delivery windows and specific times, as we will be arranging other deliveries around your event. After hours, Sundays, and holidays are also assessed additional delivery fees. We will do your best to accommodate specific delivery times, but there are times when this is not possible. Please contact us for a quote if you require specific deliver times.

## ► Do you set up tables and chairs?

Yes. We can set up your tables and chairs for a fee if the request is made prior to delivery. Please contact us for pricing. Otherwise, rental items will be left neatly stacked in a single area. Upon pick up, tables, chairs, and other rental items should be left as they were delivered.





# 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 styles--all available in a range of colors and large inventory.



## Table Planning

Table Sizes	Formal Seating	Casual Seating
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 at end of table



# Tables

For the most up-to-date pricing and all sizing availability on items, visit [www.diamondevent.com](http://www.diamondevent.com)



Sundance | Avail.: 96"x48" Banquet, 66" Round, 36" Pedestal



Vineyard | Avail.: 6' Banquet, 8' Banquet, 30" Square Pedestal



Cottage Grey | Avail.: 42"x48" Square, 6' Banquet, 8' Banquet



Farmhouse | Avail.: 4' Banquet, 6' Banquet, 8' Banquet, 30" Square Pedestal



## Classic Table Sizes

Banquet Tables: 6'x30", 8'x30", 8'x48"  
Round Tables: 30", 36", 48", 60", 72"  
Pedestal Tables (30" or 42" Height): 30" Round, 36" Round, 24" Square, 30" Square  
Expo & Conference Tables: 4'x24", 6'x24", 6'x30", 8'x24", 8'x30"

**NOTE: Due to the rough texture of our Classic tables, covering the tables with a linen is HIGHLY recommended.**

For assistance in choosing the best linen size for your table, we've included a Linen Sizing Chart on page 14.



# Chairs

Planning Tip: As a rule of thumb, plan for an aisle around 55" for round tables and 60" for rectangular banquet tables, including chairs. For high traffic or service areas, plan for even more space to avoid congestion.



Sonoma Crossback\*



Cafe



Bentwood Resin\*



Elizabeth Caneback



Alloy Folding\*



Resin\*



Chiavari\*



Ghost

\*Additional colors and/or styles available



# China

A standard china set should have a small, medium, and large plate for different courses. You can shake up your design by substituting a small plate for a bowl, or by adding a charger underneath.



Bistro Collection | White



Accent Collection | Silver, Gold



Glass Collection | Clear



Venice Collection | Ivory



Villa d'Este Collection | Ivory



Firenze Collection | Ivory

For the most up-to-date pricing and all sizing availability on items, visit [www.diamondevent.com](http://www.diamondevent.com)



Athens Collection | Silver, Gold



Coral Collection | Gold



Marcella Collection | White



Jin Ji Collection | White



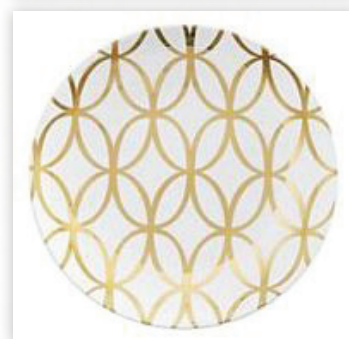
Heirloom Collection | Linen, Smoke, Onyx



Tara Collection | Ivory

## Accent Plates

Accent plates are china pieces that often rest on top of other dinner plates, with stronger patterns meant to elevate your event. All of our accent plates are around seven inches in diameter.





# Glassware

From water goblets, wine glasses, and champagne flutes to 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.



Classic Stemmed Wine Collection



Camilla Collection



Stemless Collection



Water Goblet Collection



Classic Barware Collection



Mug Collection



Champagne Collection



Dessert Novelty Collection

# Flatware

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



Copper Rope Collection



Copper Como Collection



Chateau Collection



Dubai Collection



Esquire Collection



Lucca Collection



# Flatware

For the most up-to-date pricing and all sizing availability on items, visit [www.diamondevent.com](http://www.diamondevent.com)



Arezo Collection



Due Bronzo Collection



Ice Oro Collection



Madison Collection



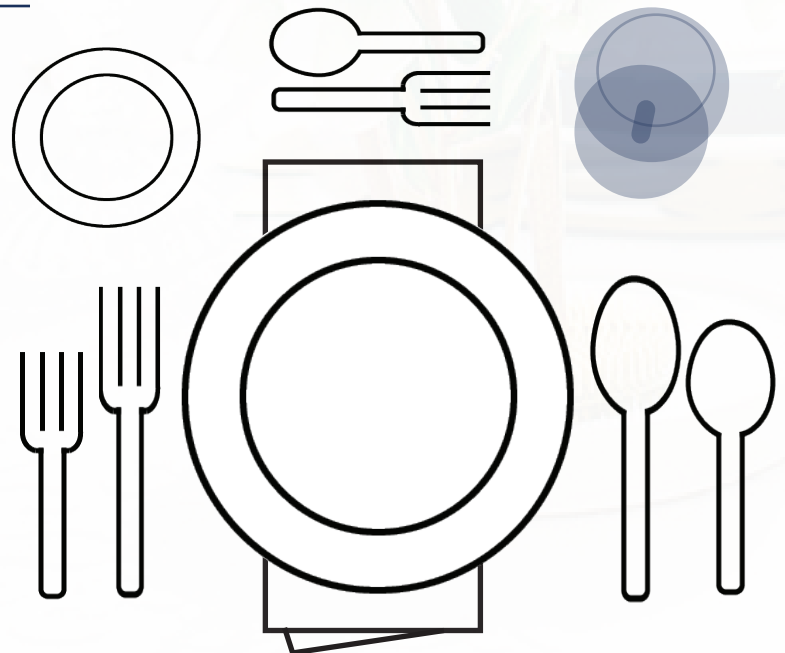
San Marco Collection



Summit Collection

## Rules of Thumb for Flatware

- ▶ **Work from the outside in**
- ▶ **Forks are placed to the left of the plate, spoons and knives to the right.**  
This is set for convenience sake, since most people are right-handed.
- ▶ **Only set the table with utensils that you will actually need.**  
If you won't need a soup spoon or a butter knife, you don't need to worry about having them on the table.
- ▶ **Fork tines should be facing up...**  
If you are looking for an American-style setting, the fork tines should face upward. If you were to set a place in the continental style, they would face downward



# 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.



Supreme Roll Top Chafer | 6.5 qt



Stainless Steel Chafer | 4qt, 8qt



Manhattan Chafer | 4qt



Manhattan Soup Chafer | 7qt



Electric Chafer | 8 qt



Sterno Warming Cabinet



# Linens

Linens set the tone for any party or event. Diamond Event offers a comprehensive inventory of specialty linens. Every one of our thousands of linens is washed and pressed before every event.



## Linen Sizing Chart

Table Sizes	Completely to the Floor	3/4 Distance to the Floor	Half Distance to the Floor	13' Skirting
30" Round	90"	-	-	Full Table
36" Round	-	90"	-	Full Table
48" Round	108"	-	90"	Full Table
60" Round	120"	108"	90"	2 Skirts
72" Round	132"	120"	108"	2 Skirts
6' Banquet	90x132"	60"x120"	-	3 Sides
8' Banquet	90"x156"	-	60"x120"	3 Sides

For the most up-to-date pricing and all sizing availability on items, visit [www.diamondevent.com](http://www.diamondevent.com)

## Classic Linens - Most Popular

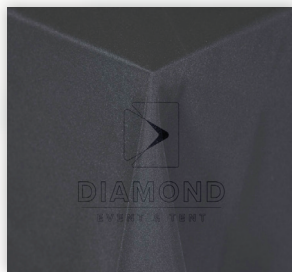
Our classic linens are crafted to fit any occasion, available in all possible sizes. We also offer napkins, runners, sashes, skirts, and chair covers in the colors listed here.



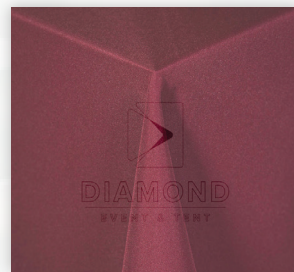
Amethyst



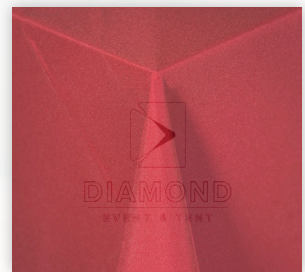
Beige



Black



Burgundy



Cardinal



Celadon



Chocolate



Dusty Rose



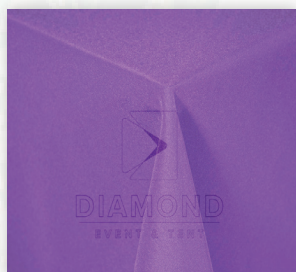
Eggplant



Flamingo



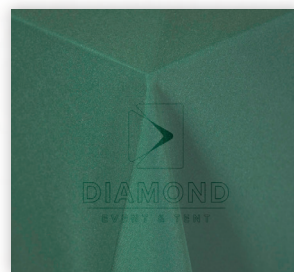
Gold



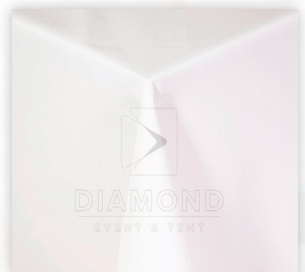
Grape



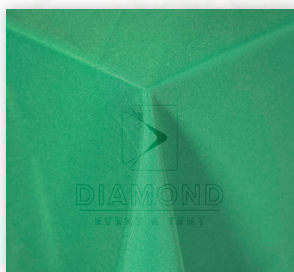
Grey



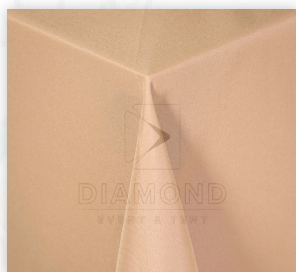
Hunter



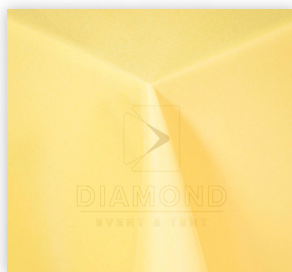
Ivory



Kelly



Khaki



Lemon



Lilac



Lime



# Linens



Magenta



Maize



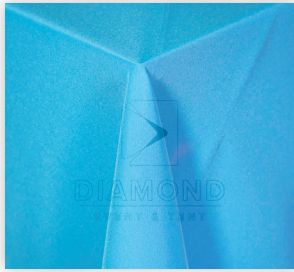
Mauve



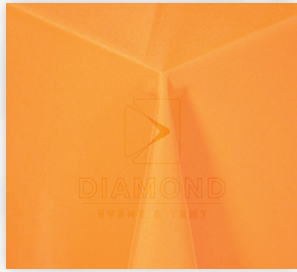
Mint



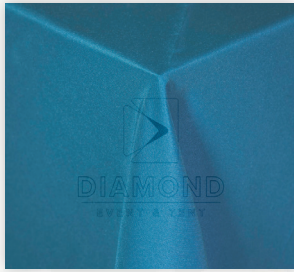
Navy



Ocean



Orange



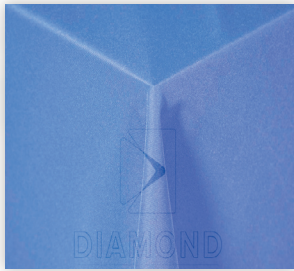
Pacifica



Pastel Pink



Peach



Periwinkle



Pewter



Pimento



Pink



Plum



Poppy



Raspberry



Red



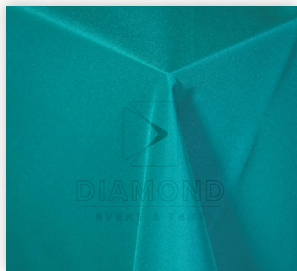
Royal



Shrimp



Sky Blue



Teal



Turquoise



White



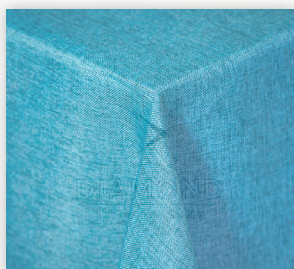
# Linens | Specialty

For the most up-to-date pricing and all sizing availability on items, visit [www.diamondevent.com](http://www.diamondevent.com)

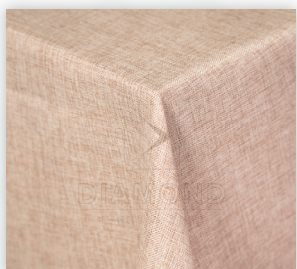
## Artisan Weave

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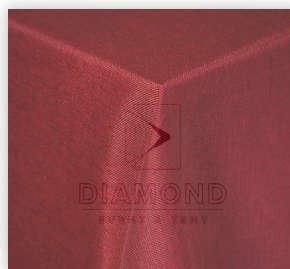
Aqua



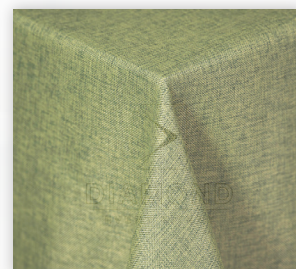
Burlap



Graphite



Marsala



Olive

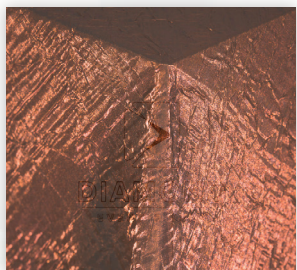
## Crush

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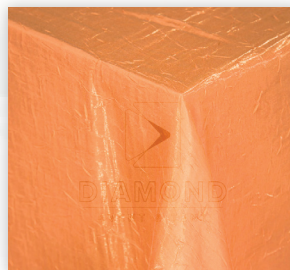
Black



Copper



Ivory



Mango

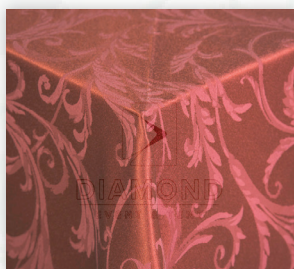


Raspberry

## Damask

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Gabrielle Cinnabar



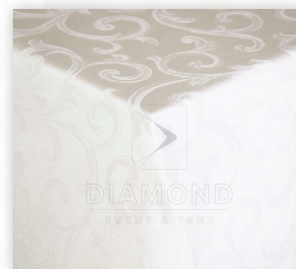
Gabrielle Eggplant



Maple Scroll Cocoa



Maple Scroll Gold

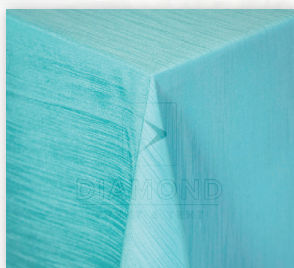


Maple Scroll White

## Dupioni

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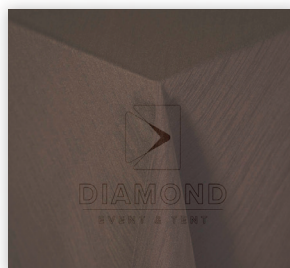
Aqua



Cherry



Coral



Espresso



Lilac



# Linens | Specialty

## Imperial

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Black



Burgundy



Hunter



Ivory



White

## Lamour

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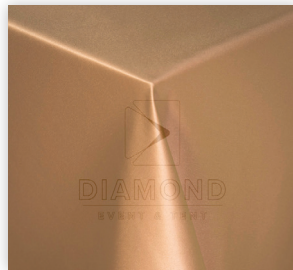
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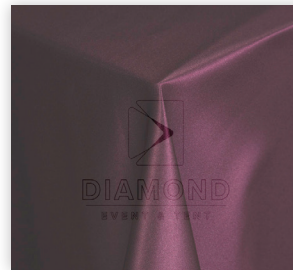
Cafe



Cobalt



Gold



Merlot

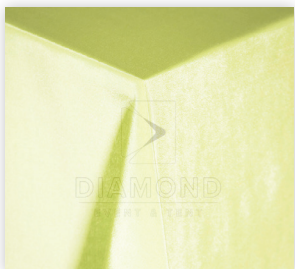


Radiant Orchid

## Moire

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Apple Green



Grotto



Mango



Sand

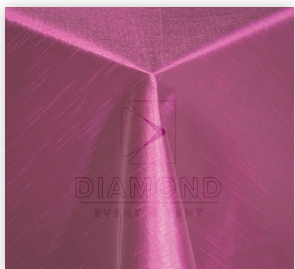


Spearmint

## Nova | Solid, Swirl & Pintuck

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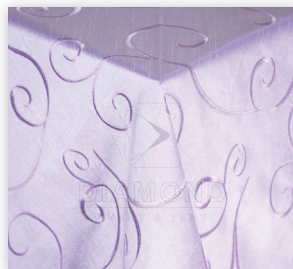
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Solid Fuchsia



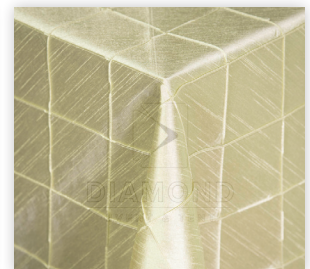
Solid Gold



Swirl Lavender



Pintuck Champagne



Pintuck Light Sage

For the most up-to-date pricing and all sizing availability on items, visit [www.diamondevent.com](http://www.diamondevent.com)

## Organza

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Bronze



Celadon



Ivory



Navy

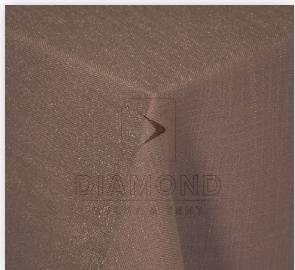


Pink

## Panama

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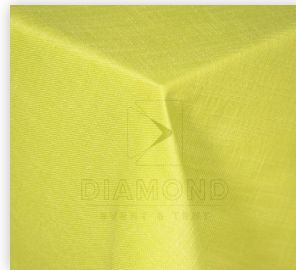
Brown



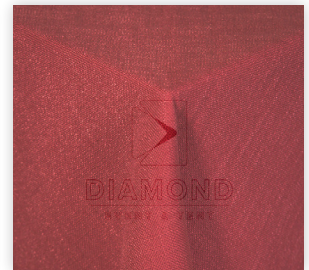
Cement



Cobalt



Lime



Paprika

## Velvet

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Blue Spruce



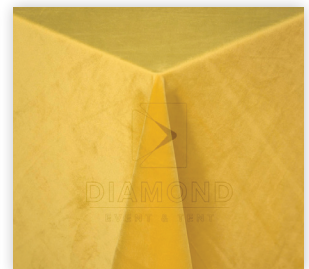
Dusty Pink



Lavender



Spearmint

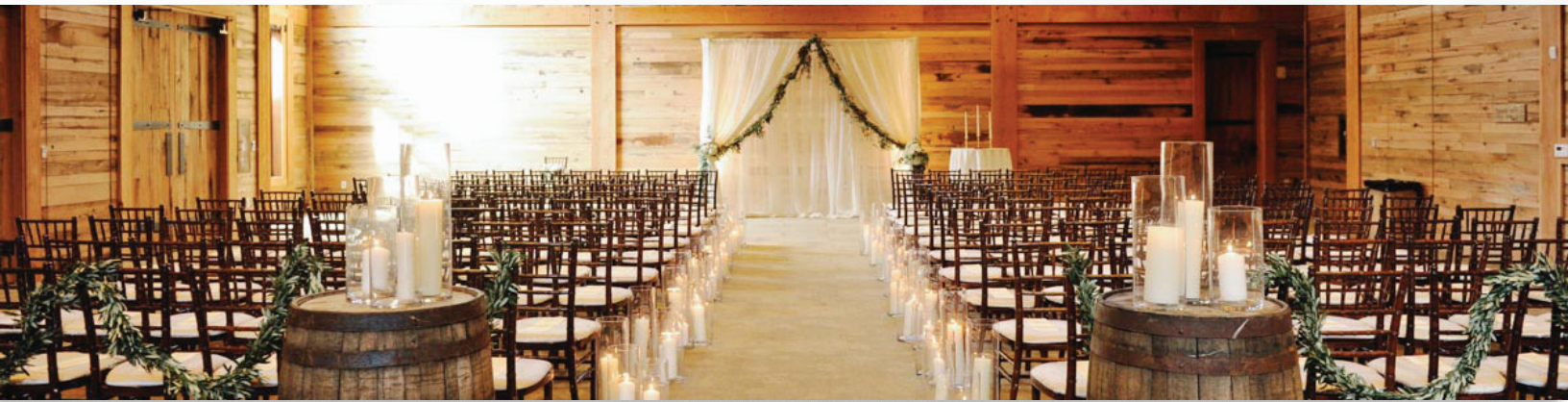


Tuscan Sun



# Decor | Interior

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



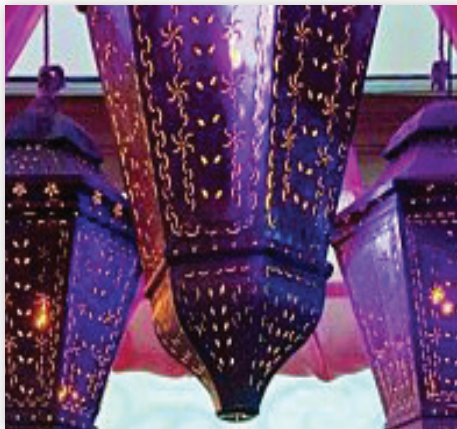
Elk Antler Chandeliers



Bistro Lighting



Themed Decor



Moroccan Lanterns



Backdrops

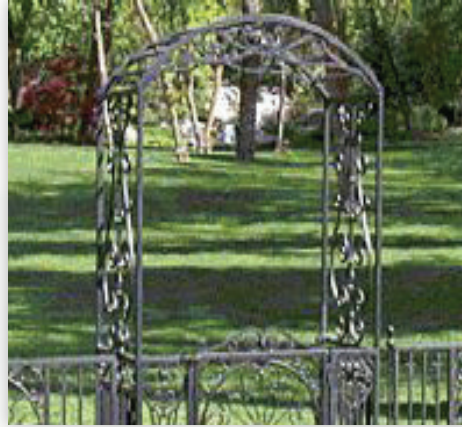


# Decor | Exterior

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Wooden Arches



Iron Arches



Chuppahs & Arbor Squares



Aruba Outdoor Furniture



Tent Leg Liners



Circle Arches



Hedge Walls



Hanging Floral Frames



Garden Benches



# Decor | *Dance Floors & Staging*

## Dance Floors

Diamond Event offers several options for both indoor and outdoor dance floors that are assembled to fit your space and needs.



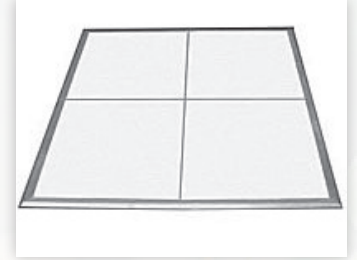
Outdoor Amber Cherry



Indoor Driftwood



Indoor Black



Indoor White

## Dance Floors Sizing

# of 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	18x18'	16'x20'
200	66	21'x21'	20'x20'
250	83	21'x24'	20'x24'
300	100	24'x24'	24'x24'

# Large Event Equipment

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.



Bleachers



Exhibitor Booth



Stanchions

## Stages

Diamond Event offers several options for both indoor and outdoor staging needs. Stages are assembled to fit your space and needs. Please consult one of our professionals to confirm your specifics and explore which options would best fit your needs.



Outdoor Stages



Accessibility Ramps



Safety Railings



Steps



# 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.



## Do-It-Yourself Options

Type	Size	Sq. Ft.	# of 60" Tables	# of Chairs
Party Canopy	10'x10'	100	1	8
Party Tent	20'x20'	400	4	32
Party Tent	20'x30'	600	6	48
Party Tent	20'x40'	800	8	64



## Frame Canopy Options

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

**NOTE: Large Tents come with additional requirements to consider.**

Depending on the location and county ordinances, a large tent may require Blue Staking, Municipal Permits, Fire Code Packages, and/or Marked Sprinkler Lines. Contact one of our professionals to walk through what your tent might require.





# Structures and Clearspans

## Frame Canopy Options

Type	Size	Sq. Ft.	# of 60" Tables	# of Chairs
Pole Tent	40'x40'	1600	16	128
Pole Tent	40'x60'	2400	24	192
Pole Tent	40'x80'	3200	32	256
Pole Tent	40'x100'	4000	40	320
Pole Tent	50'x50'	2500	24	192
Pole Tent	50'x70'	3500	32	256
Pole Tent	50'x90'	4500	42	336
Pole Tent	60'x60'	3600	36	288
Pole Tent	60'x80'	4800	48	384
Pole Tent	60'x100'	6000	60	480
Twin Pole	60'x60'	3600	36	288
Twin Pole	60'x80'	4800	48	384
Twin Pole	60'x80'	6000	60	480

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, and other obstructions, with opaque and transparent roofing options.

## Clearspan Options

Type	Size	Sq. Ft.	# of 60" Tables	# of Chairs
Clearspan	49'x49'	2401	25	200
Clearspan	49'x66'	3234	30	240
Clearspan	49'x82'	4018	40	320
Clearspan	60'x60'	3600	36	288
Clearspan	60'x80'	4800	48	384
Clearspan	60'x100'	6000	60	480
Clearspan	66'x66'	4356	36	288
Clearspan	66'x82'	5412	48	384
Clearspan	60'x80'	4800	48	384
Clearspan	60'x100'	6000	60	480
Clearspan	60'x60'	3600	36	288
Clearspan	60'x80'	4800	48	384
Clearspan	60'x80'	6000	60	480





# Gallery





# Gallery









# Gallery





# Event Checklist

VENUE ITEMS:		
Canopy or Tent(s)		
Walls		
Lightinig		
Heating or Cooling		
Generator/Power Dist		
Flooring		
CHAIRS:		
Ceremony/Awards		
Dinner Seating		
Cocktail Seating		
TABLES:		
Round Tables		
Pedestal Tables		
Banquet Tables		
Other Tables		
LINENS:		
Round Linens		
Pedestal Linens		
Banquet Linens		
Other Linens		
Napkins		
CHINA:		
Appetizer		
Salad		
Dinner Plate		
Dessert Plate		
Other Plate/Bowl		
FLATWARE:		

GLASSWARE:		
Water Goblet		
Old Fashion/Rocks		
Hi-Ball/Soft Drink		
Red Wine		
White Wine		
Cup or Mug		
Other Glassware		
FOOD SERVICE:		
Chafers		
Serving Trays		
Serving Bowls		
Serving Pieces/Tongs		
Beverage Services		
Fountain/Punch Bowl		
Grill or Griddle		
ENTERTAINMENT:		
Dance Floor		
Stage		
Audio/Sound System		
EVENT EQUIPMENT:		
Restrooms		
Lounge Furniture/Bar		
Decor/Backdrop		
OTHER MISCELLANEOUS:		
LABOR SERVICES & OTHER:		
Delivery Service		
Set-Up & Take-Down		



