

University of California, Irvine

Rental Guidelines

First Steps

Getting Started

Once the venue has been selected and confirmed, set up a time to walk through the site with your rental vendor. Note every possible rental item you will need. If you have not used the space before, ask the rental vendor to take measurements so they can create a schematic/diagram showing the placement of all rentals within the venue. It is a good idea to take pictures for your own records/reference as well.

Order Early

Reserve all rental equipment early. Rental companies have a limited supply of product and may not have items available—especially during busy seasons. Items can always be removed up to a certain date, but may not be available to be added. You can scan the website to select inventory, but if you are not familiar with the company or their products, consider a warehouse visit to view the inventory in person. Once the equipment is ordered, *very carefully* look over the rental order for accuracy. It is not uncommon for quantities, sizes, and even items to be mistaken. The order may change multiple times over the course of the planning so continue to check the order from time to time for continued precision. Discuss a rain plan with the vendor and deadlines for cancellation, if necessary.

Delivery and Setup

When placing the order, you will need to identify a delivery and pick-up time. Keep in mind that most rental companies do not provide exact times, but rather require you to select a window of time that the items can be delivered/picked up. The standard delivery window is typically 3 hours. Check with the venue and make sure your contract builds in appropriate access time for delivery and pick-up windows. If a shorter window or exact delivery/pick-up is required, let the rental vendor know. There will likely be an extra charge for this accommodation. Keep in mind that additional charges may also apply for delivery that requires moving equipment up/down stairs. If the rental equipment is minimal and can easily fit in a standard vehicle, a budget-conscious option is to schedule pick-up/drop-off of the rental items directly from the warehouse.

Equipment Specifics

Quality Control

Upon delivery, inspect the equipment to make sure everything you ordered is delivered and in serviceable condition. This is especially the case for highly photographed items, such as the lectern that speakers will be using. If renting a riser, ask the rental vendor to top and skirt the platform with Astroturf or carpet. Also, don't forget to order steps, if needed, and determine if safety rails around the perimeter are required.

Outdoor Considerations

For outdoor events, make sure to order an adequate number of heaters in cold weather and table umbrellas in hot weather to ensure guest comfort. Make sure that someone on site for the event knows how to light the heaters. If renting easels or other lightweight items, always rent sandbags to steady them.

Tenting an area can be costly and has unique considerations that must be factored in. When discussing this option, a fire marshal should be consulted to ensure that the appropriate safety measures are taken. Do not use a clear tent for a daytime event as heat is magnified under them. Clear sidewalls are ok. Subflooring is highly encouraged if the tent is on grass as the ground may be uneven and high pedestrian traffic could create unsafe, muddy conditions.

Vendor Equipment

Work with the selected caterer and audiovisual vendor for advisement on their required rentals, such as kitchen equipment, table service items, stage, risers, etc. Often times, you will place the order directly for these items. Do not assume that the vendor will bring equipment with them. Coordinate with the vendors to determine how and when this equipment needs to be setup.

Trash Disposal

Ask the venue if trash cans will be provided for the event space and/or kitchen. If so, trash cans are not being provided, they need to be rented. Make sure to ask the rental vendor that all trash cans in guest view be wrapped in velon or come with trash covers. Request trash liners from the venue or caterer as well. Determine who is responsible for trash disposal – venue or caterer.

Tables and Chairs

A standard high-top/standing cocktail table has a 36" diameter top. However, if space is limited, cocktail tops can also be rented in 30" and 24" diameter. Table size for guest seating is as follows: 48" round can accommodate 6 guests, 60" round table can accommodate 8 guests, 66" round table can accommodate 10 guests, and 72" round can accommodate 12 guests. Always try to rent table linens that go to the floor. As a general rule for receptions, provide seating for 1/3 of your guests. Don't forget to rent tables and chairs for any staff or vendors who will be working the event, such as registration volunteers, audiovisual technician, etc.