**Tent Form**

Attach this checklist and all required attachments to the Event Support Kuali Form

|  |  |  |  |
| --- | --- | --- | --- |
| Tent “Name” | VIP tent |  |  |
| Requestor | Betty Jones |  |  |
| Requestor Contact | bjones@odu.edu, x1234 |  |  |
| ODU Staff (employee) Sponsor & Contact info | LSI Events, x 5555 |  |  |
| Budget Code | 6xx00 |  |  |
| Event Date(s) Seasonal permit? & Start/End times | 4/12/14, starts at 3PM, ends 7 PM |  |  |
| Setup Start Date/Time | 4/12/17, 7 AM |  |  |
| Available for inspection Date/Time | 4/12/17, 9 AM |  |  |
| Takedown Date | 4/12/17 |  |  |
| Site Layout (map of space & nearby buildings | Attached |  |  |
| Dimensions **(LxWxH)** | 40x50x30 |  |  |
| Maximum # of occupants **(3’/person standing, 7’/person sitting & 15’/person with tables & chairs)\*** | 133 |  |  |
| Tent side flaps (yes/no) | NO |  |  |
| Heated (yes/no) | NO |  |  |
| Air Conditioned (yes/no) | NO |  |  |

**Sections highlighted in BLUE should be provided by your vendor**

|  |  |  |  |
| --- | --- | --- | --- |
| Anchoring System(Stakes/Water Barrels) | Stakes |  |  |
| Interior Layout | Attached |  |  |
| Certificate of Insurance | Attached |  |  |
| Flammability Cert.  | Attached |  |  |
| Serial Number | WF3-54321 |  |  |
| Vendor notified stakes shall not be driven w/in 5’ of a utility marking | Yes |  |  |
| Vendor’s Co. Name | Tents R Us |  |  |
| Vendor Contact | 757-555-2468 |  |  |