

# Big Top Party Rental

36 Hillman St, Unit 4, Tewksbury, MA 01876

Phone: (978) 858-0250 FAX: (978) 858-0029 **24 Hour Service: (978) 505-0077**

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Customer Name: \_\_\_\_\_ Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Date of Pick-up/Delivery: \_\_\_\_\_ Date of Return: \_\_\_\_\_ Order Prepared By: \_\_\_\_\_

## Glassware, Dinnerware, Flatware Checklist and Damage/Loss Policy April 2017

### GLASSWARE

#### Blue Rack w/ Yellow Rim

- \_\_\_ Water Goblet, 14oz (All Purpose Glass, 25/Rack)
- \_\_\_ Champagne Flute, 5.75oz (36/Rack)
- \_\_\_ Beverage Glass, 12.5oz (Highball, 36/Rack)
- \_\_\_ Cocktail, 10oz (Martini, 12/Rack)
- \_\_\_ Rocks, 9oz (25/Rack)
- \_\_\_ Wine, 8.5oz (25/Rack)
- \_\_\_ Wine, 12oz (25/Rack) \_\_\_ Shot Glass (49/Rack)
- \_\_\_ Irish Coffee Mugs 10oz (25/Rack)

### FLATWARE

- \_\_\_ Dinner Knife (Pack of 10)
- \_\_\_ Butter Knife (Pack of 10)
- \_\_\_ Dinner Fork (Pack of 10)
- \_\_\_ Salad Fork (Pack of 10)
- \_\_\_ Teaspoon (Pack of 10)
- \_\_\_ Soup Spoon -Oval (Pack of 10)
- \_\_\_ Table Spoon (Pack of 10)
- \_\_\_ Oyster Fork, Small (Pack of 10)

### MISCELLANEOUS

- \_\_\_ Black Bus Tub (for Flatware & Salt/Pepper Shakers)
- \_\_\_ Tan Plastic Rack Dolly \_\_\_ Lobster Cracker
- \_\_\_ Roll Top Chafer 9qt \_\_\_ Sternos
- \_\_\_ Full Chafer 8qt \_\_\_ Half Chafer 4qt
- \_\_\_ Ramekins, 2.5oz (36/Rack)
- \_\_\_ Cambro 4-Pan Food Warmer, Black

### ROUND DINNERWARE, WHITE RIM

#### Blue Rack w/ Red Rim

- \_\_\_ Dinner Plate, 10" (20/Rack)
- \_\_\_ Salad/Dessert Plate, 8.25" (30/Rack)
- \_\_\_ B & B Plate, 6" (Appetizer, 38/Rack)
- \_\_\_ Coffee Cup, 7oz (20/Rack)
- \_\_\_ Saucer (44/Rack)
- \_\_\_ Soup Crock w/ Saucer, 9oz ( )
- \_\_\_ Soup Bowl, 8" - 9oz (Individual)

### SQUARE DINNERWARE, WHITE

#### Blue Rack w/ Green Rim

- \_\_\_ 10" Square Plate (20/Rack)
- \_\_\_ 8.5" Square Plate (21/Rack)
- \_\_\_ 6" Square Plate (B & B, 44/Rack)
- \_\_\_ Coffee Cup, 7oz (20/Rack)
- \_\_\_ Saucer, 5" (38/Rack)

### SERVING ACCESSORIES

- \_\_\_ Serving Tray, 18" Round, Silver
- \_\_\_ Salt & Pepper Shaker Set
- \_\_\_ Water Pitcher, 55oz, Glass (Individual)
- \_\_\_ Water Pitcher, 55oz, Glass (Rack of 5)
- \_\_\_ Bread Basket, 9" x 2 3/4"
- \_\_\_ Coffee Carafe, 40oz, White (Rack of 5)
- \_\_\_ Tongs 12", Stainless Steel, Spring
- \_\_\_ Tray (Oval, 22"x27") \_\_\_ Tray Stand(Chrome)

### Cleaning Instructions

- *All Glassware* must be returned empty and placed properly into the rack provided for transport.
- *All Dinnerware* (Plates, Saucers) must be scraped clean of food and placed properly into the rack provided for transport. If rinsing is available it is appreciated, but not required.
- *All Flatware* (Forks, Knives, Spoons) can rust if stored wet or soaked for any small amount of time. Put all flatware in black bus tub then cover with lid after use. **DO NOT SOAK FLATWARE AS STAINLESS STEEL CAN RUST!**
- *All Servingware* (Trays, Pitchers) must be cleared, and placed back into their protective bubble wrap bag. If rinsing is available it is appreciated, but not required.

### Damage/Loss Policy and Charges

The following replacement costs apply for any lost or damaged equipment (charge for shipping may apply):

- **Glassware** (does not include Rack): \$4.00 per piece. **Flatware** (does not include tub): \$3.00 per piece
- **Round Dinnerware, White Rim** (does not include Rack): \$3.50 per piece
- **Square White Dinnerware** (does not include Rack): \$5.00 per piece
- **Racks for Dinnerware or Glassware** (does not include cost of Tableware): \$65.00 per Rack
- **MISCELLANEOUS: Rack Dollies:** \$95.00 per Dolly - **Glass Water Pitcher:** \$12.00 per piece - **Silver Serving Tray:** \$35.00 per tray - **Salt & Pepper Shakers:** \$1.00 per shaker - **Black Bus Tubs for Flatware & Salt/Pepper Shakers** (does not include cost of lost or damaged Tableware): \$19.00 per tub

**To report a loss or damage to your rental equipment please call 978-858-0250 and leave a message or call 978-505-0077 (After Hours).**