

EVENT FURNITURE HIRE PLANNING RESOURCE

Event Furniture Hire Checklist

A practical planning checklist for weddings, private events, corporate events and venue setups.

How to use this checklist

Complete the details before requesting quotes so suppliers can price accurately and avoid delays. Use it for weddings, private events, corporate events, venues, exhibitions and outdoor setups.

Event Details

Event date	
Venue name	
Venue postcode	
Guest count	
Event type	
Indoor or outdoor	
On-site contact	
Contact phone / email	

Initial Planning Checks

- | | |
|---|--|
| <input type="checkbox"/> Confirm event date and access times | <input type="checkbox"/> Confirm venue address and postcode |
| <input type="checkbox"/> Estimate guest numbers | <input type="checkbox"/> Decide seated, standing or mixed layout |
| <input type="checkbox"/> Confirm indoor, outdoor or marquee use | <input type="checkbox"/> Check whether a floor plan is available |
| <input type="checkbox"/> Identify delivery and collection windows | <input type="checkbox"/> Confirm whether set-up or breakdown is required |

Notes / special requirements

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Furniture Planning Checklist

Check quantities, logistics and supplier details before confirming your order.

Furniture Items

- | | |
|---|---|
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Dining tables |
| <input type="checkbox"/> Poseur tables | <input type="checkbox"/> Lounge furniture |
| <input type="checkbox"/> Bar stools | <input type="checkbox"/> Gazebos |
| <input type="checkbox"/> Linen / table dressing | <input type="checkbox"/> Reception or registration tables |
| <input type="checkbox"/> Coffee tables | <input type="checkbox"/> Outdoor furniture |
| <input type="checkbox"/> Display pieces | <input type="checkbox"/> Accessories |

Delivery, Access and Setup

- | | |
|---|---|
| <input type="checkbox"/> Delivery window confirmed | <input type="checkbox"/> Collection window confirmed |
| <input type="checkbox"/> Access restrictions checked | <input type="checkbox"/> Lift or stair access confirmed |
| <input type="checkbox"/> Parking / loading details provided | <input type="checkbox"/> Set-up required |
| <input type="checkbox"/> Breakdown required | <input type="checkbox"/> On-site contact confirmed |
| <input type="checkbox"/> Venue security procedure checked | <input type="checkbox"/> Damage waiver or deposit checked |
| <input type="checkbox"/> VAT and delivery confirmed | <input type="checkbox"/> Final quantities checked |

Questions to Ask the Supplier

- | | |
|--|--|
| <input type="checkbox"/> Is delivery included in the quote? | <input type="checkbox"/> Is set-up included or charged separately? |
| <input type="checkbox"/> Are late-night or weekend collections available? | <input type="checkbox"/> Are minimum order values required? |
| <input type="checkbox"/> Can quantities be changed after booking? | <input type="checkbox"/> Are replacement items available if something arrives damaged? |
| <input type="checkbox"/> Are congestion, parking or access charges included? | <input type="checkbox"/> Do prices include VAT? |

Final quote notes

Need help with event furniture hire?

Request a quote from Kylah Group for flexible furniture hire and 24hr delivery options.

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