Date Here: **Customer Needs Form**

*Formally Hubbard Party Hire*

Unit 7/225 Mann Street

ARMIDALE NSW 2350

Phone (02) 6772 8024

Email: info@c2ceventhire.com.au

[](https://www.facebook.com/pages/C2C-Event-Hire/148297651974589?ref=hl)

Your name First name Last Name

**Contact Information**

Work: Click here to enter Work Phone No.

Home: Click here to enter Home phone No.

Mobile: Click here to enter Mobile No.

Email Click here to enter Email address.

## Event Information:

1. What type of Event are you holding?

Please choose

*If other please write here* Click here to enter Event Type.

2. When is the Event Date? Click here to enter a date.

3. How long does the event go for? Click here to enter text.

4. How many of people do you think will be attending? Click here to enter text.

5. Have you hired any of our equipment before?

Yes No

## Portable Venue

1. Will you be requiring a marquee (This covers free stranding structures and peg and pole marquees)?

Yes No

*If no, skip to Flooring*

2. Have you hired a marquee before?

Yes No

3. Have you used our marquees before?

Yes No

4. Is your location suitable for the installation of your marquee?

Yes No Don’t know – Site inspection required

5. What type of surface will the marquee be installed on? Please choose

Choose an item.

*If other please list* Click here to enter.

6. Will the marquee need to be  pegged or  weighted

## Flooring

Select flooring type required

Full floor Yes No

Carpet Yes No

Dance floor Yes No

Size - Click here to enter text.

## Lighting

Select lighting required

Inside marquee lighting Yes No

Outside lighting Yes No

Decorative lighting Yes No

Disco lighting Yes No

Stage lighting Yes No

Other Click here to enter.

## Catering

1. Have you made arrangements for catering? Yes No

2. If so who is the caterer for the event?

Other Click here to enter.

3. Will the caterers require a separate marquee?

Yes No Don’t know

4. Are you aware of what the caterer requires?

Yes No Don’t know

Click here to enter.

5. Is it a sit down meal or buffet

Yes No Don’t know

## Other items

Please select other items

Tables

Chairs

Glassware

Crockery

Cutlery

Table clothes

Cool rooms

Toilets

Please list other equipment you may require.

|  |  |
| --- | --- |
| Items | Quantity |
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## Other notes:

Click here to enter text.

## Deliver and installation

Will delivery and installation be required or will you be picking up and Installing yourself

Delivered and installed Delivered and self-installing

Picking up and self-installing  Don’t know

**Delivery Address**

Address 1

Address 2

City Post code State

**Mailing Address**

Address 1

Address 2

City Post code State

Thank you