

# SGMP Central Florida Chapter Presents: Planning Outdoor Events by Dawn Lovell of Party Time Rentals

www.partytimerentals.us  
Thursday, February 15, 2007

DAWN W. LOVELL [GAINESVILLE – 352-373-8596; OCALA – 352-629-8858; dawn@partytimerentals.us]

## – DO YOU SEE WHAT I SEE?

- Visualize and Dream with no limitations
- The Entrance – what do guests see first
- Nestling the tent

## – WHAT TENT DO I NEED?

- Type of event
  - o Stand Up
  - o Sit Down
  - o Formal
  - o Casual
- Quick Math
  - o 10 Square feet per person
  - o Band/Entertainment will have requirements for size
  - o Allow 100 Square feet per bar/buffet table
  - o Dance floor

## – PLAN A AND PLAN B

- Think Boy Scout – You need a good back up plan

## – WE'VE GOT OUR HANDS UP HIGH, OUR FEET DOWN LOW - AND THAT'S THE WAY WE GIGOLO!

- Trees
- Power Lines
  - o Tent Eave Height
  - o Lowest – 7'
  - o Highest – 9'
  - o Tent Peak Height
  - o Lowest – 15'
  - o Highest – 25'
- Sprinkler Systems
- Fiber Optics
- Can I stake into the ground?
- Do I need water barrels?
- Delivery Trucks – Load in and Load out

## – POLE VS. FRAME

- Pole Tent – no internal structure
- Frame Tent – internal structure
- Length and width – increments of 10'
- How much space does a 40'x60' pole tent need?
  - o Add 5' on each side

– PERMITS

- County

- Alachua County Growth Management – Office of Code Enforcement
  - Phone – 352-374-5243
  - 1 weeks notice
  - Anyone can pull the permit

- City

- Building Department [Phone – 352-334-5050]
  - 1 weeks notice
  - Anyone can pull the permit

- University of Florida

- Physical Plant – Dig Permits [Phone – 352-538-9454]
  - Will give verbal approval to have the event in that location
  - Minimum of 48 hours notice
  - Tent supplier has to pull the permit
  - Sunshine State – One Call – 800-432-4770

– LET’S PLAY HIDE AND SEEK

- Caterers
- Electric Lines/Extension Cords
- Generators
- Any Mechanics

– WHOSE GOT THE POWER!?

- Generator
  - Shhhhh!
- Run Extension Cords
  - Power Drop
- Who needs it?
  - Band/Entertainment – Two-Four 20 amp circuits
  - Caterer – One per unit
  - Lighting
  - Climate Control
  - Restroom Trailers – Two-Four 20 amp circuits

– CLIMATE CONTROL

- Air Conditioning
- Tent Fans
- Heaters
- Sidewalls
  - Proceed with caution

– RESTROOM TRAILER

- They go by the flushes!
- Two 20 amp circuits
- Four 20 amp circuits
- Water Line with pressure

– MAKE IT LOOK PRETTY

- Decorations
- Branding
- Tents are a blank canvas

