



**EVENT & PARTY  
RENTAL CATALOG  
2026 - 2027**

**800-798-7058**

**740-765-4575**

**[WWW.GEN-RENT.COM](http://WWW.GEN-RENT.COM)**

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## CONTACT US:

### Event & Party Rental

100 Kragel Road  
Building B  
Richmond, OH 43944

**800-798-7058**

**740-765-4575**

#### Hours:

**Monday - Friday**

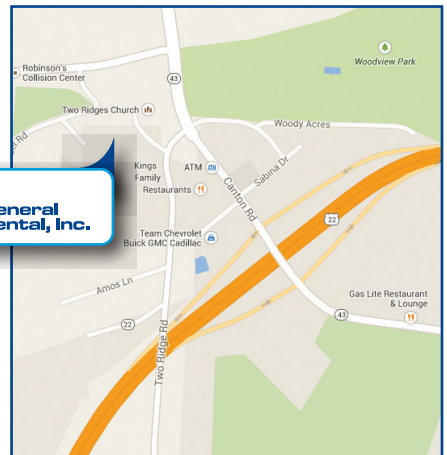
7:30am - 5:00pm

**Saturday**

Closed

**Sunday**

Closed



[www.GEN-RENT.com](http://www.GEN-RENT.com)

# WHAT MAKES US A CUT ABOVE THE REST



We have been a locally owned and operated business for 47 years. Our Event/Party manager has 45+ years of experience helping customers create their picture perfect event. General Rental, Inc. provides the finest quality products for all of your party and event rental needs.

We accommodate parties and tent rentals from picnics to black tie events and everything in between. Whether you are planning a graduation party, baby shower, wedding, or corporate event, our professional party consultants will cater to your every need. We use industry-specific software to design event layouts to complete the vision of your event.

We offer the largest selection and the most current styles of tents and event equipment in the Ohio Valley. Our tents range in size from 9' x 10' to 40' x 100' with or without walls and low to high peaks. We rent just about everything that you could need under the tent including lighting, staging, dance floors, tables, chairs, and tableware. Please browse this brochure for the items you need. If you don't see what you are looking for, give us a call. We will be happy to help!

## EVENT SERVICES & POLICIES

### DELIVERY AND PICKUP:

Delivery and pickup is available on all orders. We will deliver on time, on the day we promise. Orders are typically delivered 1-2 days prior to your event. Standard delivery and pickup charges are for curbside delivery. We offer additional services if your rental items must be taken to a different floor or carried long distances from the delivery truck. Our products are delivered in an enclosed box truck ensuring the products arrive to your event clean and dry. Our installers are trained and will arrive in uniform. While standard delivery rates apply in most circumstances; distance, complexity, and requests for exact timing may result in additional charge.

### SETUP AND TEARDOWN:

All of our tent pricing includes complete setup and teardown of the tent by our trained professionals. We do not offer do-it-yourself tent setup or teardown options. Setup and teardown services are available for tables and chairs for an additional price. Arrangements for these services must be made in advance of delivery or pickup. Please call us to arrange for these services and to receive a quote.

### RENTAL RATES:

All rates listed herein and on our website ([www.gen-rent.com](http://www.gen-rent.com)) are based per event. Weekend rates are available on select items. Please contact us for long-term (>48 hours) rates. All rental rates are subject to change without notice.

### RESERVING EQUIPMENT:

Demand for party and rental equipment tends to peak at certain times of the year, making it vitally important to place your reservations well in advance of your event. Due to the demands of scheduling and transportation, we allow changes to party orders until 48 hours prior to delivery.

### PAYMENT TERMS:

The full balance of your order is due at the time of delivery. Accounts can be established for repeat customers (subject to credit approval and credit terms.)

### PROUD MEMBER OF:



740.765.4575

WWW.GEN-RENT.COM

We offer folding chairs and garden chairs!

While most others rent a metal frame folding chair, in which the painted frame scratches and then rusts; our chairs have an aluminum frame, providing a rust-free look. All of our folding chairs are cleaned in our "chair washing machine" and we also inspect and replace the chair fee to prevent rocking/sinking and damage to floors.

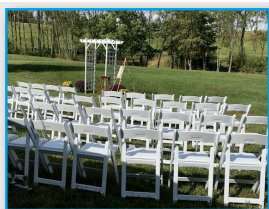
Our white garden chairs are "wedding" or "A" quality. They have a resin frame & back with a 1/4" padded seat. Our garden chairs are hand washed and the chair cushions are inspected and replaced if damaged.

## CHAIRS

Black - Molded Plastic Back & Seat w/ Aluminum Frame	\$2.25
White - Molded Plastic Back & Seat w/ Aluminum Frame	\$3.00
White - Resin Back & Frame w/ 1/4" Padded Seat	\$4.25

### Tables and Chairs are the building blocks of most parties and events.

We provide a full range of options, from basic folding chairs, to classic wedding chairs.



**Seating Tip.**  
To decide what size tent you will need, it is often best to first outline your seating and table arrangements.



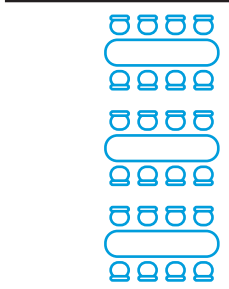
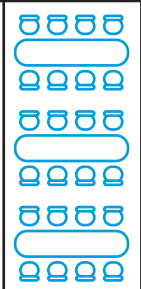
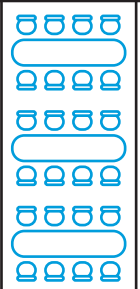
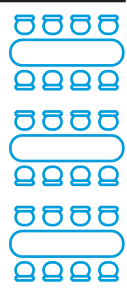
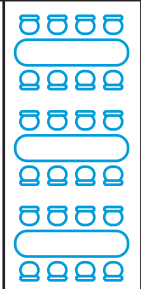
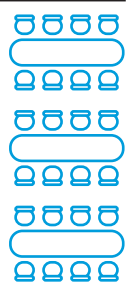
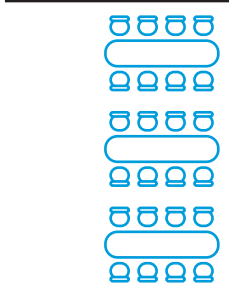
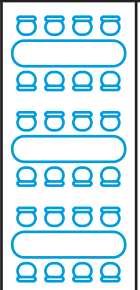
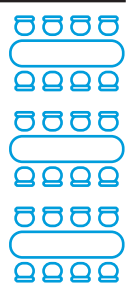
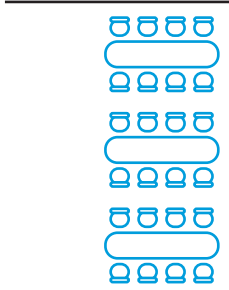
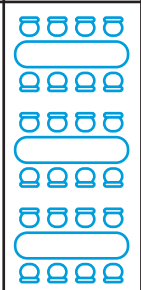
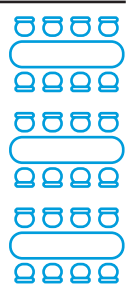
Our tables are wood with a polyurethane top which creates a super smooth, shiny finish. This gives you the option to utilize the table without need for any cover, cloth, or linen. Our tables also have a smooth metal edge to prevent broken corners or edges. We continually purchase new tables to keep our inventory updated.

## TABLES

(All tables 30" height unless otherwise noted)

Banquet - 6' x 30" - Seats 6	\$11.00
Banquet - 8' x 30" - Seats 8	\$11.00
Banquet - Ice (Insulated) 6'	\$60.00
Round - 36" - Seats 2	\$15.00
Round - 36" - 42" Height - Cocktail	\$15.00
Round - 48" - Seats 6	\$12.00
Round - 60" - Seats 8	\$12.50
Round - 72" - Seats 10	\$14.50
Square - 30" x 30" - Seats 4	\$9.50
Umbrella - White - 90"	\$12.50



	10'	20'	30'	40'
				
20'	24 Seats 3 Table	48 6	72 9	96 12
				
40'	48 6	96 12	144 18	192 24
				
60'	72 9	144 18	216 27	288 36
				
80'	96 12	192 24	288 36	384 48

## SPACING:

48" aisle from center table to center table.

8 chairs per table.

6" to 8" between each chair.

Comfortable seating.

## ADDITIONAL ALLOWANCES:

### Bar Area

100 sq. ft.

### Buffet Tables

50-100 sq. ft./table

### Cake table (48" round)

75-100 sq. ft./table

### Head Table (8' banquet)

80-100 sq. ft./table

### Dance Floor

3 sq. ft./guest

# 5' ROUND SEATING GUIDE

## SPACING:

60" spacing from table to table.

8 chairs per table.

6" to 8" between each chair.

Comfortable seating.

## ADDITIONAL ALLOWANCES:

### Bar Area

100 sq. ft.

### Buffet Tables

50-100 sq. ft./table

### Cake table (48" round)

75-100 sq. ft./table

### Head Table (8' banquet)

80-100 sq. ft./table

### Dance Floor

3 sq. ft./guest

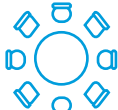



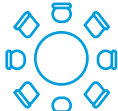





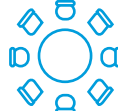



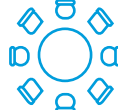



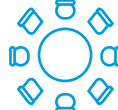



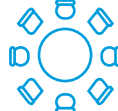





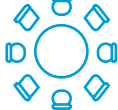
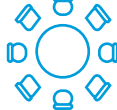

## TENT NOTES:

### 30' x 40' Pole =

less 1 table

### 30' x 60' Pole =

less 2 tables

	10'	20'	30'	40'
10'	 10' 8 Seats 1 Table	 16 2	 24 3	 32 4
20'	 20' 16 2	 32 4	 48 6	 64 8
30'	 30' 24 3	 48 6	 72 9	 96 12
40'	 40' 32 4	 64 8	 96 12	 128 16
50'	 50' 40 5	 80 10	 120 15	 160 20
60'	 60' 48 6	 96 12	 144 18	 192 24
70'	 70' 56 7	 112 14	 168 21	 224 28
80'	 80' 64 8	 128 16	 192 24	 256 32

**Linens set the tone for any party or event.** We provide the standard styles and sizes listed below as well as a comprehensive inventory of specialty linens in many different fabrics and styles. We have thousands of specialty linens in our inventory and can get almost anything you can imagine.

## BANQUET

60" x 120"	\$14.00
90" x 156"	\$39.00

## ROUND

90"	\$14.00
96"	\$22.00
120"	\$25.00

## NAPKINS













20" x 20" (Quantity of 10)	\$1.10
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Visit [www.werentlinens.com](http://www.werentlinens.com) for colors, patterns, textures, and pictures.

Call for Pricing  
on Different Styles!



# LINEN GUIDE

Linens/ Skirting	Tables								
	8' Banquet 30" x 96"	6' Banquet 30" x 72"	6' Round 72"	5' Round 60"	4' Round 48"	3' Round 36"	Low Cocktail 30" Round	High Cocktail 30" Round	3' Square 36" x 36"
Number of Guests	8 - 10	6 - 8	10 - 12	8 - 10	6 - 8	3 - 4	2	2	2 - 4
 132" Round			To Floor						
 120" Round			24" Drop	To Floor			To Floor at 42" high	Gathered on Floor	
 108" Round			18" Drop	24" Drop	To Floor		Above Floor at 42" high		
 96" Round	Decorative Overlay	Decorative Overlay	12" Drop	18" Drop	24" Drop	To Floor			
 90" Round	Decorative Overlay	Decorative Overlay	9" Drop	15" Drop	21" Drop	27" Drop	To Floor at 30" High	30" Drop	Top cloth 27" Drop
 80" Square	Decorative Top Cloth	Decorative Top Cloth	Decorative 8" Drop	Decorative 10" Drop	Decorative 16" Drop	22" Drop	Top Cloth 25" Drop	29" Drop	Top Cloth 22" Drop
 54" Square	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth	Decorative 3" Drop	9" Drop		12" Drop	Top Cloth 9" Drop
 90"x156" Rect	To Floor all sides								
 90"x132" Rect		To Floor all sides							
 60"x120" Rect	Top cloth 10" Drop	Top cloth 15" Drop							
 13" Skirt	Three sides	Three sides	Two full skirts	One skirt	One full skirt	One full skirt			One full skirt
 8" Skirt	One side	One side	Three full skirts	One skirt	Two skirts		One full skirt		Two skirts
 13"x120" Runner	Decorative strip	Decorative strip	Decorative strip	Decorative strip	Decorative strip				

**From water goblets, wine glasses and champagne flutes to punch bowls and a full range of barware,** we have what you need to serve your beverages in style. For your convenience, our glassware is packed and delivered in labeled racks.

## CHINA

(Rented in Rack Quantities)

Plate - 10" Dinner	\$ .65
Plate - 7" Salad	\$ .65
Plate - 6" Bread & Butter	\$ .65
Cup	\$ .65
Plate - 6" Saucer	\$ .65
Bowl - Soup	\$ .65
Bowl - Fruit/Dessert	\$ .65
Bowl - Sugar	\$1.75
Cream Pitcher	\$1.75
Shaker - Salt	\$1.25
Shaker - Pepper	\$1.25
Vegetable Dish	\$1.75
Serving Platter - 13"	\$1.75

## FLATWARE

(Chateau)

(Rented in Quantities of 10)

Fork - Dinner	\$ .50
Knife - Dinner	\$ .50
Fork - Salad	\$ .50
Spoon - Teaspoon	\$ .50
Spoon - Bouillon	\$ .50
Knife - Steak	\$ .62
Dessert Server	\$ .62
Fork - Meat	\$ .62

## GLASSWARE

(Rented in Rack Quantities)

Champagne - Tulip - 6 oz.	\$ .58
Hi-Ball - 10.5 oz.	\$ .58
Pilsner - 12 oz.	\$ .58
Water Goblet - 12 oz.	\$ .58
Wine - 6.5 oz.	\$ .58

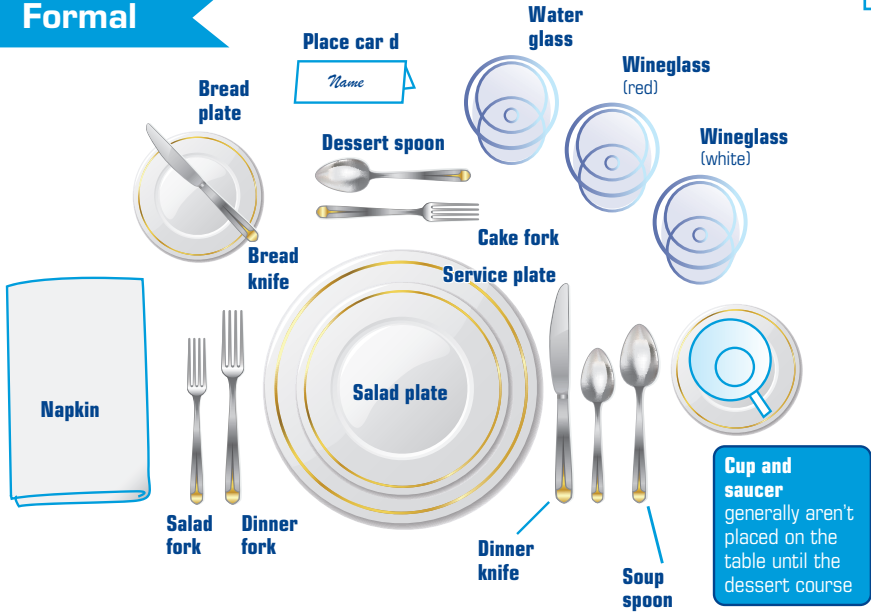
### 2 Patterns Available

Ivory with Gold Trim and Diplomat  
White, Undecorated

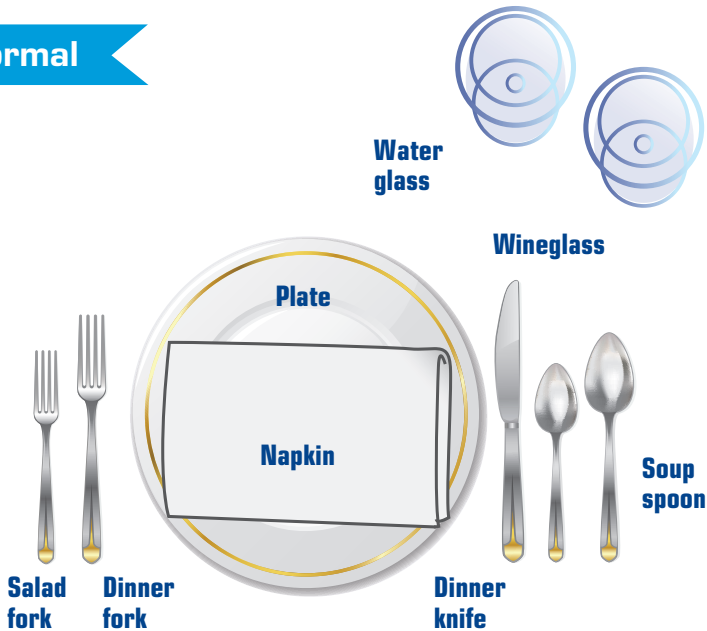


# THE PROPER TABLE

## Formal



## Informal



## FOOD SERVICE EQUIPMENT

Beverage Container - 5 Gal. Cold Only	\$15.00
Beverage Container - 5 Gal. Hot/Cold	\$24.00
Coffee Maker - 55 Cup	\$20.00
Coffee Server - 42 oz.	\$7.00
Cooker - Kettle 11 QT	\$20.00
Water Pitcher - 60 oz.	\$2.00

## SERVING EQUIPMENT

Cookie Tray - 3-Tier	\$20.00
Serving Tray	\$14.00
Roaster - 18 QT	\$20.00
Warming Tray - 8 QT	\$20.00

## FOUNTAINS & PUNCH

Bowl - 3 GAL Punch w/ Ladle	\$20.00
Champagne Bucket	\$15.00
Fountain - 5 GAL	\$40.00
Fountain - 5 GAL w/ Cherub	\$45.00

# SPECIAL EVENT EQUIPMENT

## SPECIAL EVENT EQUIPMENT

Bar - Wet Portable	\$85.00
Wedding Arch	\$50.00



## HEATERS & FANS

Heater - 175,000 BTU - Diesel or Kerosene	\$45.00
Heater - 350,000 BTU - Kerosene	\$80.00
Heater - 45,000 BTU - Propane Patio	\$75.00
Heater - 80,000 BTU - Propane	\$120.00
Heater - 170,000 BTU - Propane	\$200.00
Duct - 12" x 12'	\$12.00
Fan - 18"	\$17.00
Fan - 30" Pedestal	\$33.00
Fan - 42"	\$40.00

# PICNIC & CONCESSION

## PICNIC & CONCESSION

Bull Horn	\$20.00
Cooler - Keg/Super	\$20.00
Cotton Candy Machine	\$70.00
Grill - Barbeque 2' x 5'	\$105.00
Grill - Propane	\$140.00
Grill - Rotisserie 100 lbs. 2' x 5'	\$140.00
Hot Dog Machine	\$70.00
Nacho Cheese Warmer	\$35.00
Nacho Chip Warmer	\$30.00
Popcorn Machine	\$70.00
Sno-Cone Machine	\$70.00



sq. ft.	4'	8'	12'	16'	20'
	4' x 4'	4' x 8'	4' x 12'	4' x 16'	4' x 20'
4'	5 guests	10 guests	15 guests	20 guests	25 guests
	4' x 8'	8' x 8'	8' x 12'	8' x 16'	8' x 20'
8'	10 guests	20 guests	30 guests	45 guests	55 guests
	12' x 4'	12' x 8'	12' x 12'	12' x 16'	12' x 20'
12'	15 guests	30 guests	50 guests	65 guests	80 guests
	16' x 4'	16' x 8'	16' x 12'	16' x 16'	16' x 20'
16'	20 guests	45 guests	65 guests	85 guests	110 guests
	20' x 4'	20' x 8'	20' x 12'	20' x 16'	20' x 20'
20'	25 guests	55 guests	80 guests	110 guests	135 guests
<b>Guest Quantities Represent <u>Half of Total</u> Guests.</b>					

## DANCE FLOORS & STAGING

4' x 4' Parquet Indoor/Outdoor	\$30.00
4' x 4' Cherry Indoor/Outdoor	\$30.00
Stage - 4' x 4' Platform	\$37.00
Stage - 4' x 4' Carpeted - Indoor	\$47.00
Stage Steps 30" or 36"	\$33.00

## LIGHTING

Pedestal Light (Standalone)	\$50.00
Light Balloon - 1,000 W	\$95.00
Light Towers	\$120.00
10,000 Watt Generator	\$140.00



Generally one person requires 3 sq. ft. The amount of people dancing will vary depending on the event, but typically about 1/2 of your guests will dance at any given time.

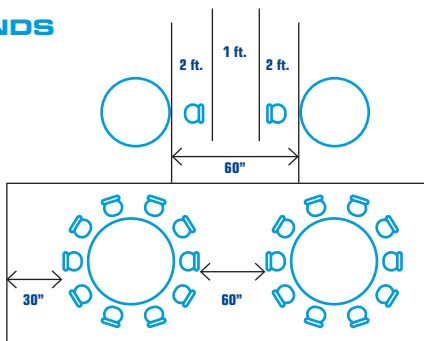
## SEATING ARRANGEMENTS

Cocktail Parties (stand up).....	5 to 6 sq. ft. per person
Cocktail Parties (some seated).....	8 sq. ft. per person
Reception, tea type (some seated) .....	8 sq. ft. per person
Dinner, using banquet tables .....	8 sq. ft. per person
Dinner, using round tables of 8.....	12 sq. ft. per person
Theater seating (seating in rows) .....	6 sq. ft. per person
Dance area .....	3 sq. ft. per person

## HOW TO SET UP 60" ROUNDS

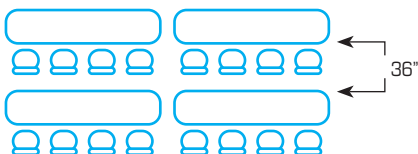
Aisles are included in the 5 ft. spaces between the tables.

Note: For measuring distances between the wall and table, cut a broomstick 5 feet long and mark it at 2 1/2 feet.



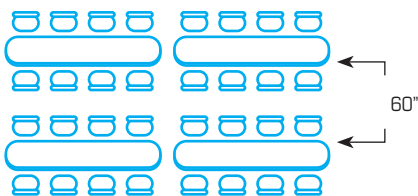
## CLASSROOM STYLE

Rule of thumb for seating capacity is to divide the student seating area (sq. ft.) by 8.



## BANQUET STYLE

Rule of thumb for seating capacity is to divide the student seating area (sq. ft.) by 8.



## THEATER STYLE

Rule of thumb for seating capacity is to divide the student seating area (sq. ft.) by 8.



All of our tents are white “wedding” or “A” quality. Our tents are cleaned in a tent washing machine to ensure a gray/dinge-free top. Our tents are also hand cleaned throughout the season. If a tent is taken down wet, it is wiped down and hung to dry at our facility. This ensures a clean and mildew-free tent. We continuously purchase new tents to keep our inventory to the utmost quality.

**The Ohio Valley has trusted us for  
over 47 years with their most important events!**



## TENT ACCESSORIES

### SIDE WALLS

7' x 20'	White	\$30.00
7' x 20'	French Window	\$42.00

### LIGHTING

Tent Lights (Any 20' Wide Frames)	\$50.00/set
Chandelier Lights (Pole Tents)	\$50.00/each

Our pole tents feature a high peak look and are a great option for any glamorous, more upscale event. With their elegant peaks, high ceilings and spacious interiors, the overall visual appeal of pole tents make them well-suited for high-end parties, galas, and weddings. Pole tents do include center poles and must be set on grass.

See Pages 3 & 4  
for seating guides  
& capacities.

### POLE TENT SEATING CAPACITY

		# of 8' banquet tables	Seats	# of 60" round tables	Seats
30' x 40'	\$925	18	144	11	88
30' x 60'	\$1,385	27	216	16	128
40' x 40'	CALL FOR PRICING	24	192	16	128
40' x 60'	CALL FOR PRICING	36	288	24	192
40' x 80'	CALL FOR PRICING	48	384	32	256
40' x 100'	CALL FOR PRICING	60	480	40	320



Our frame tents have an open airy feel with unobstructed views. Frame tents do not use a center pole which allows for more room for seating and entertaining. Our frame tents can be placed against other structures such as a house or a garage and can be setup on concrete or asphalt.

		FRAME TENT CAPACITY			
		# of 8' banquet tables	Seats	# of 60" round tables	Seats
9' x 10'	\$170	1	8	1	8
10' x 10'	\$170	1	8	1	8
20' x 20'	\$370	6	48	4	32
20' x 30'	\$525	9	72	6	48
20' x 40'	\$670	12	96	8	64

See Pages 3 & 4 for seating guides & capacities.







**Event & Party Rental**

Richmond, OH 43944

**740-765-4575**

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**Equipment & Tool Rental**

1606 Sunset Blvd.

Steubenville, OH 43952

**800-798-7058**

**740-282-9588**

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[www.gen-rent.com](http://www.gen-rent.com)