

Things to consider when getting quotes & proposals

When you hire from My event hire, "we can make your event hire easy", but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 4 tips down to help you on your way and help you choose the right supplier for you.

1) Type of event your holding

Of course, there are many different types of events and many different options for furniture, so ensure you do your research and get at least 3 quotes and remember to check out reviews, as this will highlight their customer service skills and products that they use, we think you should always be able to see their furniture before you book.

2) How fast are they responding to emails and calls?

Are you being fobbed off, It's not nice, but it does happen a lot in the industry, some events quotes will take longer than others to put together because of what's involved within the event taking place, however we believe it takes 2 minutes to reply to an email or a phone call to let the client know your looking into their requests, this is something we always ensure is done and we always tell you the next steps and when we think we will be back in contact you. So if this is not happening are they the right supplier for you?

3) How detailed is your quote/ Proposal?

We believe every single quote/ proposal should be detailed breakdown of the full costs and deposit and payment terms and clearly state everything you intend to hire, with full delivery address/times and collection times known at time of booking. Yes, there sometimes are things that can't be priced up until site visits etc take place, but there should be a guide price estimate with a highest price / lowest price clearly stated within the quote, so you know if its within your budget. Don't leave it till after your events or even worse the day before your event to find out how much you're going to get charged. yes, event companies can't always jump onto quoting right away for you because of what's involved but they can have processes in place so you know the time frame in which you should receive your proposal.

4) How is the company talking to you?

No one likes it will cost you around this price, I will look after you, don't worry! We will sort it! Or we will sort it closer to the time! Let me just get this job I am doing out of the way then I will come back to you! This is just a few sayings that could be heard during a quoting process. "In fact," one of our core values "professionalism" and we believe every customer should be treated like the only customer "the most important" and they should always be happy to talk and answer any questions or concerns with you about your event requirements, so ask yourself do they sound trustworthy and reliable? Are they fobbing you off? does this show signs of a good working relationship?

Table Hire

When you hire Tables from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 2 tips down to help you on your way and choose the right supplier for you.

1) Types of tables required.

First of all look at the room you have available, and then look at how many people you intend to invite, does it look too small or maybe it's too big? look at how many people you require to seat per table, are the tables being used for working on or are you having a full sit down banquet? All these different options will normally change the table size. this is a good starting point so plan from this, there are many different types of tables on the market to hire that seat different amounts of people, so hire the table's size and style to suit your event. Remember to allow room for seating many forget about this, our staff are always on hand free of charge to advise and help you with this process if you're unsure.

2) What are the common table sizes and how many do they seat?

Please see the below chart our clients love and benefit from as this helps them get an understanding for the products they plan to use, it can help you choose the size and also gives you the information of the cloth size to suit. these are the most common used banquet tables in today's market, other sizes are available on request if you require them.



Table size	seats	shape /name	size cloth smallest size lap length large size floor length
2ft 6" (30")	2-3	 round	60"to 90"
4ft (48")	4-5	 round	90" to 108"
5ft (60")	8-10	 round	108" to 120"
5ft 6" (67")	9-10	 round	120"
6ft (72")	10-12	 round	120" -132"
6ft x 2ft6" (72"x30")	6-8 if eating 8-10 if not	 trestle	70" x 108"- 70' x 132"
8ft x 2ft6" (96"x30")	8-10 if eating 10-12 if not	 trestle	70"x132"
2ft x 2ft (24"x24")	2	 square	54"x54" - 72"x72"

Always do your checks

- 3) We always recommend going and look at the products before you hire to ensure they are firstly the correct item and secondly, they are fit for purpose for your event “in a good working condition”.



Event Hire Tips & Considerations

Chair Hire

When you hire Chairs from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 3 tips down to help you on your way and choose the right supplier for you.

- 1) look at what types of chairs you’re going to require, because “yes a chair is a chair” but they will dependant on the following how long are people going to be sitting on them? Are they being covered? If so, can you get chair covers for that style of chair? Have they got to be moved around at point of the event? Is it indoor or outdoor use? Or could even be both! The above are just a few factors that must be considered when you’re booking because it can give such a difference in pricing structure, and it’s the difference between your guests having a great time or an uncomfortable time. We advise that you do your research go and have a look before your event and try a few different styles, and if in doubt please feel free to give our office team a call on 0116 288 5956 where we would be more then willing to show you.
- 2) What should I look out for in chair hires
The most important thing to advise is to go and see the chairs before you hire them, check them for being the right colour? Are they comfortable to sit on? Are they all the same shade? Are they clean? Check for marks, rips, in the seating, this would indicate a lot of usage, check the frame for weak welded joints in metal or weak wooden joints if wooden, etc, issues like this could mean a chair can snap on one of your guests, pick a chair up and look down the legs, do they all look even? (i.e., is one leg bent out more then another?) If it is bent, it could suggest a possible weakness in the frame. Does the company look after them?
- 3) Price
Chairs are **not** expensive to hire, but there are many ranges to choose from, for me a Chiavari chair is perfect for a wedding as they are stylish and cheap to hire and look great, however I don’t personally find them very comfortable so would I want my guests to sit on them for 9 hours on and off. probably not. But that don’t make it a bad chair it’s my personal preference. and I’m sure you will have your own preference’s so do your research and get the right chair for you and your guest. Please ensure you look at the above because no one wants to sit on a poorly maintained chair or even worse a uncomfortable chair, Prices of a chair can depend on a lot of things, and push the prices up a little when you take in to account the following – location there going, ground floor/ 1st floor etc, so when it comes to you getting your quote always make sure the location they are going is clearly stated on your quote / invoice this way it proves you have paid for them to be delivered there.



Dancefloors

When you hire Dance floors from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your dance floor & supplier. So below we have put 2 important tips down to help you on your way and choose the right dance floor & supplier for you.

1) Type of floor required

There are many different styles & colours when it comes to dance floors to suit any theme you are doing, but many people book based on the colour and don't think about the following.... please ensure you check the suitability of a floor area its going before you book, (not a bumpy floor has this will not be great a great dancefloor area unless its having underlay down beforehand to level it, a good supplier will be able to advise you a supply it if needed. you will need to work out what size dance floor will be required, do this by measuring the area you would like it? if it's a l.e.d. floor is there power nearby? Is your dance floor going inside or outside? If going outside, you will require a marquee type of covering in case of sudden rain especially if requires power.

2) LED Starlit floors - Which are best wired or magnetic? - Pro's & Cons

When it comes to the best dance floor on the market it's a simple option of 2 types one being a “wired dance floor” and the second being a “magnetic dance floor”, (what this means is how the power is carried between each dance floor panel so one type of floor will have linking cables and the other uses contacts “no linking cables”) there are pros and cons to both so let us tell you the difference and then we will tell you the one we prefer to supply to our clients.

Option 1 - Wired floor – if you look at the below diagram you will see some black cables that run **through** the centre of all the panels, well these are the power cables that connect each panel, so if there is movement in the dance floor when its being danced on (which they do move) it should not break its connection of electricity meaning your dance floor will stay lit all night and NOT go off.

Pros – its more reliable in terms of losing power under movement.

Con – it takes a bit more time in laying it.



Option 2 - Magnetic Dance floor – if you look at the below diagram look at the yellow lines I have drawn on this image below, this is where they use magnetic “contacts” to run the power between each panel (like two bits of copper that touch each other as the floor is laid one on each panel that transfer the electric between each panel if you like) , now if the floor was to move when people was dancing on them (which they do) the “contacts” come away from each other, meaning no electrical transfer than your left with only a half lit dance floor or should I say only panels that remain connected to the power source will stay lit because the one that has come away won't be able to feed electric to the rest of that feed.



Pros – it gets laid a lot faster than a wired floor because there are no cables to connect.

Con – if there is movement in the floor you will lose power.

If you're ever unsure and still don't know what dance floor is right for you to choose or if you're unsure if your floor is even suitable for a dance floor to lay on, then we are always happy to demonstrate how the different types of dance floors work and we will happily look at your floor and advise a way forward for your event.

We only ever supply a wired floor because we feel it's a better floor for you, and will give a low risk of disappointment if there was movement in the floor.



Event Hire Tips & Considerations

Mobile Bars / Glassware / Fridges

When you hire Bar type items from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 5 important tips down to help you on your way and choose the right items & supplier for you.

1) Manned Mobile Bars

The first thing to advise before you choose a Manned Mobile Bar (this is someone selling alcohol) is to do your checks and make sure you are legally allowed to have a mobile bar; temporary bars must be licenced by the local council where you are holding the event (because of the sale of alcohol) and rules change between each district or council with what you will be allowed to do and not do. It’s basically a bit of paperwork known as “TEN Licence” (or a temporary events notice) if the place your holding an event don’t hold the correct licence this will be needed and must be applied for, and if you run one without the correct paperwork you run the risk of the event being closed down by the council (believe me they do turn up), also the person running the bar will need a personal licence (this person will need to be working behind the bar on the night or someone with a licence will need to be, so if the council do turn up they can show they have the correct licence & paperwork so ensure you ask to see there photo card, it’s like a drivers licence and will have there photo ID on and be issued by there local council to where there training courses were taken. If your unsure our office team would be more then will help and advise you with this. Please contact our office team on 0116-2885956 We currently have 4 or 5 staff who hold personal licences and would be willing to advise you.

2) Choosing a bar

There are 100s of types and styles to choose from within the market to match any kind of theme, but before you choose firstly to ask yourself the following.... how much space do we have for the bar? (Allow room for cueing, because people love to stand around a bar area) Bars 9 times out of ten will require power so is their power points nearby? If so, how many will be needed? Do you require fridges? If so, how many? (You don’t want to run out of stocks, and no one likes warm beers. Would you have bottled beers or keg supplies? How big will the bar need to be? How many staff will be required to serve my guests? (The suppling company will advise you of this) once you have the above information this will help guide you to the correct bar for your event. Also, a thing to consider is there a kitchen and water access nearby? (Not always needed it depends on who your using) they would be able to tell you if facilities like this were required.

3) Glassware

Check with the supplier what glassware will be provided to you on the night, some companies sometimes charge extra for “real glassware” so depending on what the council have with in their conditions (if any) of the event it might be that only plastic glassware can be used because it’s an outdoor event, some mobile bars only serve with plastic all the time, so what’s your supplier suppling you? Make a note of what types of glassware you expect to see at your event? Your suppliers should be asking questions like how many guests are you expecting at the event (this allows them to work out what glassware will be needed. Do you have breakages charges if

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glassware is broken? Are they supplying glass collectors? Make sure they are supplying enough glassware for the event especially if there is no kitchen as no one likes dirty glasses.

4) Fridges

Ask your supplier what fridges they are supplying (extra charges may apply for these) is it enough to stock for the beer you intend to use? There are many types of fridges that can be used so ask for sizes so you can ensure you have enough room.

5) Other things to consider when hiring a manned mobile bar

Is set up of the bar included within the prices? Are they clearing it away at the end of the event or the following day? Are you having table service if so, are they providing staff for this? If it's a pre-paid bar, will you get a printed till receipt at the end of the night to confirm what you have spent? Are there any hidden charges in the quote? Can they accept card payments? If it's a pre-paid bar, do you want all beers / wines / sprits / shots on it? Or just certain ranges? Is your bar outside or inside? Does it require a covering?

Crowd Control & VIP items

When you hire Crowd control & VIP items from My Event Hire, "we can make your event hire easy" but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 5 important tips down to help you on your way and choose the right items & supplier for you.

1. What type of crowd control will I need?

There are many ways to control a crowd, some use stewards, security guards and many other human types of crowd control and others will use items like pedestrian barrier (known as ped barrier) "we personally use all types" so the question is to you

What type of event are you holding? This will give you a general idea of the type of crowd control needed.

Ask yourself if its large amounts of crowd within a small-time frame? (e.g., Like when a football match finishing 30 thousand football fans coming out all at the same time) or is it more of a shop sale, so you are dealing with long queues all day? (e.g., 200 people waiting to go to the boxing day sales at NEXT) which ever it is, there will be a solution for every event type, so first you need to figure out what will be needed to make your event a successful crowd control. You can do this in many ways like looking at similar events and see if it worked for them and find a way to improve it then find a supplier that can accommodate your requirements.

2. Things to take into account

Whichever solution you need for your event, ensure you get good quality items, go a look at them before you book them, check that the condition is good enough for the event your holding? Look to see if they are bent? Or broken in anyway shape or form, or even worse have bits of metal sticking out of them that could cause injury to someone walking past them, or bits of metal on the sides to connect them together are missing "this would mean there not controlling anything because people can push them apart easily" (remember your liable) also

remember there is many industries that use items like “Ped barriers” or “Heras fencing “ and each industry will have a different price bracket but the main two are **Building industry & Event industry.**

Now if you hire building site ped barriers or hears fencing for example the chances are they will be bent, full of mud, covered in concrete, been run over by every digger on the building site, so our advice to you is always ask for **event barrier!** They should be clean, straight and in good working order! But always go and check before you book if you can't check in person, ask for pictures of events that they have done with the product you're asking for, this will give you something to go back on if they did turn up not suitable for your event. we know many companies that supply to both industry's “we don't supply to building sites”, our crowd control can only go on clean work for that industry e.g.like if a shop was having a reverb and they needed a secure yard area creating using Heras to keep the work area clear of the public or a secure area for them to keep their vans and tools safe while there shop fitters are doing their job inside.

3. Price differences and set up

The difference between crowd control between the two industries **does** change the price you will be charged, just remember **Building crowd control** will be a lot cheaper because of the condition of it, and **Event crowd control** will be clean and straight and will do the job you need it to do. But be more expensive, ensure when you book crowd control you ask for a price to set up as well, as it can be time consuming to set up and complete, we are very competitive with in the crowd control market if you need further help. 0116 288 5956.

VIP items

Smaller items like post & rope can be used also as crowd control in a way that lets your guests know exactly where to go on arrival and can have real a VIP experience with the red carpet, especially if the venue where you are holding your event as multiple function rooms in use at the same time, it can also complement your event and even can be colour themed to match your theme.



Drape & LED Starcloth

When you hire Drape & Led star cloths items from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 4 important tips down to help you on your way and choose the right items & supplier for you.

1) Draping

Draping looks fantastic in any room and can completely change the look and feel of that room, however they are things to consider before booking someone to do it for you and there are legal obligations they must meet. Mainly the drape they use must be one of the below depending on what material they are using....

DFR - durably flame retardant - IFR- inherently flame retardant and all must meet the flame-retardant current standards.

- British standards of BS 5867 - “Fabric for curtain and drapes”
- British standards of BS 4790 - “Hot metal nut test”

Whoever you use should be able to supply you proof that the draping they have used is of the correct standard.

Other things to look out for is that fire exits are not being covered over. And fire exit signs / fire extinguishers are all still visible once the room is done.

2) The information we need from you to be able to quote your draping enquiry

Many people regular contact us and ask for a quote on room drape daily however all suppliers will need one bit of important bit of information, what are the sizes of the areas you would like to be draped? So, before you ask for a supplier to quote for draping “know your measurements” has this will speed up the process of obtaining your quote. The easiest thing to do is to measure each wall one at a time by giving the length then hight of the wall and note any windows or door sizes with in that wall, (PLEASE NOTE FIRE EXITS CAN NOT BE COVERED OVER AND MUST BE VISIABLE) then take a full shot photo of the full room (this will help the people quoting as they will look for other things that could be obstructive on the install of the drape, check with your venue as sometimes they will have all this information on a pdf somewhere because it’s likely its been done before.

3) How do we install drapes satand things to consider?

The answer to this is there is lots of ways and methods and event styles depending on if its ceiling drapes or wall drapes, and really does depends on the installer, we recommend the use of a free standing pole system that free stands away from the wall ‘s of the venue as some venues won’t allow it unless its free standing, for us it our preferred method and it also keeps everything clean and tidy, quick to install and take down, so I would always say ask your supplier how they intend to install your drape. it could be spending more of your money then’s needed, another thing to note

and ask your supplier is how long it will take as sometimes this could mean extra charges with a venue because they might need a day or two to install them.

4) What's the difference between drape and starcloths

Drape - is normally used to transform a room, or to hide something that is not a good look for the type of event your holding it could be as simple as the colour theme the walls are painted are not suitable, and that it so it and it don't go with your theme, or it could be that you just want the very best look for the room, drape can be installed in different methods and styles and your suppliers should be able to advise and give you options to choose from.

Starcloth - is normally used (not only to transform a room) but to create an area of twinkling lights, like at the back of a DJ or behind a band, a top table at a wedding etc, star cloths are a bit more limited in terms of the sizes they come in (which is lots) but mainly 6mtrs x 3mtrs sections and come mainly in Black, White or Ivory and can be linked to cover a complete room if needed, they use the same free standing pole system as mentioned above. But please remember when booking a star cloths, they will need power so ensure there is power nearby.



Staging Hire

When you hire Staging items from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put a few important tips down to help you on your way and choose the right items & supplier for you.

- 1) Staging can come in all different sizes and heights depending on what you require, and where it’s going, the best thing is to measure in meters because most suppliers will work with these numbers when looking to quote someone, (most common stage dec sizes are 2mtr x 1mtr dec and a 1mtr x 1mtr dec and they will build your size stage using these size decs) so first measure the area you would like the stage to be to ensure you have enough room for it, if using an outdoor stage with cover then some of these points won’t be needed. Consider the height of the room? how many people are in the room? And what you need the stage for, i.e. is it for a band to play on if so how much room do they need? Will everybody in the room be able to see them? Do the people using the stage require power? If so, how much?
- 2) Once you have decided on a stage size and height, you may want to think about, other things like carpet and pelmet? (Nine times out of ten these are extras costs to consider when hiring a stage,) whoever you are getting quotes from should give you different options on colours etc, other things to look out for and think about is do you require steps? Or a disabled ramp on to the stage? So before you confirm a booking with a supplier just ensure you check what you are getting for your money because the above items are classed as extras.

Below I have put some basic sized stages down to guide you this should help you on your way.
(Please always check with the person who will be using the stage)

Stage size recommendations		
Band line up size	Minimum space (m)	Minimum space (ft)
Solo	2x2 metres	6x6 feet
2 piece band	3x3 metres	9x9 feet
3 piece band	3x3 metres	9x9 feet
4 piece band	4x3 metres	13x9 feet
5 piece band	5x3 metres	16x9 feet
6 piece band	5x3 metres	16x9 feet
7 piece band	6x4 metres	19x13 feet
8 piece band	7x4 metres	22x13 feet
9 piece band	8x4 metres	26x13 feet
10 piece band	9x5 metres	29x16 feet
11 piece band	10x5 metres	32x16 feet
12 piece band	12x5 metres	39x16 feet
13 piece band	13x5 metres	42x16 feet
14 piece band	15x5 metres	49x16 feet
15 piece band	16x6 metres	52x19 feet

Projector & Screens

When you hire Projector & Screens items from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 4 important tips down to help you on your way and choose the right items & supplier for you.

- 1) Fast fold screens are available in “front” or “rear” projection, and many different sizes to choose from to suit your room and type of event, and are quick and easy to set up and take down, many of these types are screens are used at hotels / conferences around the country every day so the first thing to decide is how you want to project whatever it is your projecting, it really don’t matter which way you choose but you will need to decide before having it set up. difference between the two to help you on your way.....

Front Projection – Normally requires a table of some sort in front of the screen to sit the projector on (Depending on how big your screen is, if ceiling hanging is not available. cons to front projection is.. if someone walked through the projecting range it can cause’s shadows on the screen, and you may see any cabling running to the projector.

Rear Projection - The projector sits at the back of the projector screen and can’t be seen by your attendees (to me personally this is always a better look) this will normally hide all cables ect

- 2) Projectors- there are many options and brands on the market all with different price tags, but it all down to what lumens the projector has. And of course, where you are holding your event, (i.e is it a dark room or is it a very well-lit room with lots of natural light?) Lumens are the measurement of brightness that a projector gives out so it will depend what you are doing, where it will be, will depend on what is needed; however, a good supplier should always be able to advise you on your requirements.

Moodlighting

When you hire Mood lighting items from My Event Hire, “we can make your event hire easy” but there are things for you to consider and understand and look out for before choosing your supplier. So below we have put 4 important tips down to help you on your way and choose the right items & supplier for you.

- 1) To start with ask yourself the following things, is it a large area or small area you require to be lit? (The reason to ask is because you don’t want to many lights and overpower the room with too much light, and then on the other hand you don’t want it where there’s not enough then it’s not made the impact you were hoping for. My Event Hire tip - We say mood lighting please allow 1 light every 3 meters to start with and then add or takeaway depending on your own preference and room design and features.
- 2) Decide on a colour theme? Remember choosing a colour theme to tie into your colour theme for your event or brand if you’re unsure take pictures of your room and compare to a mood board you may have done when coming up with your event ideas.
- 3) Mood lighting can come in many colours and can really change the way a room looks but if the wrong placement or wrong colours are chosen then it can badly affect the way the room looks.

- 4) Decide on the type of mood lighting, are you going for “battery powered” or are you having “wired”, in which case you will need to check for power points. Battery powered last around 8 hours or so, so will this timeframe be suitable for the length of time you want the lights on for? Your supplier would be able to tell you the expected battery life once fully charged, so ask the question.



Outdoor Seating

When you hire Outdoor seating items from My Event Hire, “we can make your event hire easy”

- 1) With outdoor seating there is many kinds of furniture to suit all kinds of events and requirements, so depending on what you are looking for you will need to do your research in to what style you will require. What kind of space do you have available? Because items like picnic benches can take up room and can be costly to transport because of the size of the item, I am just going to list 6-7 different ranges that seem to be the most popular at the minute, this will give you an idea on the different sizes of the items and usages.
 - Picnic benches (really start from 4 seats up to 8 seats per bench) usage – mainly seen in areas of a lot of people outside, pub gardens, football matches, festivals, parks, cafes, etc.
 - Bistro chairs (plastic chair that you would see in a garden or outside a cafe)
 - Patio chair (like a plastic garden chair with arms that you would see in a garden or in a cafe)
 - Patio table (plastic garden table you would see in a garden)

Event Hire Tips & Considerations

- Rattan sets – been more popular over the last 3-4 years in the hire market Usage- more of a relaxed seating feeling and depending on size can seat from 4-6 people
- Pallet cube seats (a one-person wood effect seat) usage - Idea for casual seating and used where large numbers of seats are needed to give an area a different type of look.
- Pallet benches (a 3-seater wood effect seat) usage - Idea for casual seating and used where large numbers of seats are needed to give an area a different type of look.
- Curved seating (seats up to 4 or 5 people per section can be branded if needed) usage - Idea for casual seating and to give a different kind of look, can be used to create a large circle area or be made into S shape seating.

Below I have inserted some images to give you an idea of different outdoor seating options that are most used.



This Event Hire Tips and Considerations document has been created by My Event Hire a trading name of Solid State UK Events & Furniture Hire Ltd, which has been trading since 2009 and used its knowledge and trading history/ feedback to make event hire easier for you by outlining questions and concerns we would get in the office daily. If you are still unsure on any of the above, then our office team would always be willing to give advice. 0116 288 5956 | www.my-event-hire.com