

# BGSU Athletics Affiliate Tent



## Instructions from Toledo Tent & Party Rentals for ordering a tailgate tent at BGSU

To ensure your experience in renting from Toledo Tent and Party Rentals is as pleasant as possible, we have compiled a list of items that will simplify your life and ours.

- 1) Please call our office at 1(800) 998-TENT (8368) or send an e-mail with the order form information (last page) to [sales@toledotent.com](mailto:sales@toledotent.com) to place the order! Always call Toledo Tent and Party Rentals to confirm that the email was received.
- 2) Please fill out the Tent Order Form completely or have information ready when calling (last page). Please be prepared to have a contact phone number, address and any billing information ready when call is placed.
- 3) Please make sure the person calling is an authorized representative of the organization and or company and can sign legally for the company or organization. Toledo Tent and Party Rentals requires a signed contract.
- 4) Please be advised that payment is due in full prior to delivery of any equipment. If you need special arrangements, it has to be approved through Falcon Sports Properties as well as through the Manager of Toledo Tent and Party Rentals.
- 5) Please understand that Toledo Tent and Party Rentals does not decide where your tent will be placed. Please discuss placement of tent with Falcon Sports Properties.
- 6) Please have your order in to Toledo Tent and Party Rentals as soon as you can. The cut off for orders is no later than 4 pm on Wednesday prior to a Saturday football game. If BGSU is playing at home on M-F, the cutoff day will be 3 business days prior to the M-F game (ex. Thursday night football game – cutoff day is Monday; Tuesday night football game – cutoff day is Thursday). If you have an order that is placed after the cutoff day, Toledo Tent and Party Rentals may be able to work with you on a case by case basis. However, you will incur a delivery fee. The fee for late orders will be \$75.00. Thus, please make sure you have your orders in on time!
- 7) Toledo Tent and Party Rentals does offer more than just tents, tables and chairs. Therefore, when you call in, if you need something else, just ask!
- 8) Please remove all signs, attachments, tape, and decorations from inside of the tent or rental item. Please **DO NOT** use staples or nails in the wooden tables or poles as they cause painful injuries to the people who handle them.
- 9) After placing the order with Toledo Tent and Party Rentals, please review the Falcon Tailgate Park Policies to confirm that you understand all details involved in hosting your hospitality event in the Falcon Tailgate Park.

# 2019 BGSU SPECIAL TENT PRICING

<p><b>Package #1     \$555.00</b>            1- 20 x 20 pole tent            6- 8' banquet tables            32- folding chairs            3- brown table cloths            3- orange table cloths            1- Sign            (add \$41.00 for frame tent)</p>	<p><b>Package #6     \$1824.00</b>            1- 40 x 60 pole tent            30- 8' banquet tables            224- folding chairs            15- brown table cloths            15- orange table cloths            1- Sign            (add \$311.00 for frame tent)</p>
<p><b>Package #2     \$690.00</b>            1- 20 x 30 pole tent            8- 8' banquet tables            48- folding chairs            4- brown table cloths            4- orange table cloths            1- Sign            (add \$50.00 for frame tent)</p>	<p><b>Package #7     \$2202.00</b>            1- 40 x 80 pole tent            40- 8' banquet tables            304- folding chairs            20- brown table cloths            20- orange table cloths            1- Sign            (add \$551.00 for frame tent)</p>
<p><b>Package #3     \$802.00</b>            1- 20 x 40 pole tent            10- 8' banquet tables            64- folding chairs            5- brown table cloths            5- orange table cloths            1- Sign            (add \$100.00 for frame tent)</p>	<p><b>Package #8     \$2580.00</b>            1- 40 x 100 pole tent            50- 8' banquet tables            384- folding chairs            25- brown table cloths            25- orange table cloths            1- Sign            (add \$671.00 for frame tent)</p>
<p><b>Package #4     \$870.00</b>            1- 30 x 30 pole tent            12- 8' banquet tables            80- folding chairs            6- brown table cloths            6- orange table cloths            1- Sign            (add \$90.00 for frame tent)</p>	<p><b>Package #9     \$2880.00</b>            1- 60 x 60 pole tent            46- 8' banquet tables            352- folding chairs            23- brown table cloths            23- orange table cloths            1- Sign</p>
<p><b>Package #5     \$1392.00</b>            1- 40 x 40 pole tent            20- 8' banquet tables            144- folding chairs            10- brown table cloths            10- orange table cloths            1- Sign            (add \$140.00 for frame tent)</p>	<p><b>Package #10    \$4039.00</b>            1- 60 x 90 pole tent            68- 8' banquet tables            528- folding chairs            34- brown table cloths            34- orange table cloths            1- Sign</p>

## **Important ordering information**

- You MUST fill out the TENT ORDER FORM (last page), and send to Toledo Tent and Party Rentals or call and place the order directly with Toledo Tent and Party Rentals.
- You will receive a tent map with your tent's location 1 day prior to the scheduled home game.
  - It will be a pdf file sent via e-mail from TBD

## **2019 Falcon Football Tailgate Park Policies**

### • **PARKING/VEHICLE REGULATIONS**

- In 2019, there will be a designated parking area adjacent to Falcon Tailgate Park. Each group is allotted three passes. No additional passes will be given.
- Access to the designated parking area will be off of Alumni Drive.
- All individual cars must pull into the parking lot, park their cars, and unload all items needed for their tent space.
- NO CARS MAY DRIVE THROUGH FALCON TAILGATE PARK!
- Students will be on site to help transport items from your car to your tailgate space if help is needed.
- ALL CARS must stay within the parking lot during setup. Cars may be moved after kick-off. You must wait to move your car until 30 minutes has passed in the game. You may park in the Stroh Center lot and walk across the street with all of your items if you desire. If you or anyone in your group chooses to do this, you must pay to park in the Stroh Center lot.
- Falcon Tailgate Park parking passes may not be traded for any other parking passes.

### • **ALCOHOL POLICY**

- Tents wishing to provide alcohol must purchase alcohol through BGSU Athletics Concessions Provider, AVI.
- The alcohol provided is only available in bottles and cans. Kegs are not available. All alcohol orders must be picked up at AVI's commissary located near Gate 2 of Doyt Perry Stadium. Please contact Jake Wills with AVI at (419) 372-7102 or [jwills@avifoodsystems.com](mailto:jwills@avifoodsystems.com)
- You must provide your own ice, cups and coolers. However, ice and coolers will be sold on site by Toledo Tent and Party Rentals if you would like to purchase them.
- There will be no outside alcohol allowed in the Falcon Football Tailgate Park. There will be official checks with BGSU personnel and law enforcement to make sure this is in compliance.
- Student Organizations cannot purchase alcohol within the Falcon Football Tailgate Park.
- Recycle all cans and plastic/glass bottles in the blue-topped recycling containers provided in each tent.
- For questions, please contact Adam Brass at [abrass@falconsportsproperties.com](mailto:abrass@falconsportsproperties.com) or (419) 372-4009.

### • **SIGNAGE**

- All signage must be approved by Falcon Sports Properties. Only approved Falcon Sports Properties corporate partners may display a corporate logo in the tent area. Falcon Sports Properties reserves the right to remove any sign that has not been approved.
- Any BGSU affiliated office/club/department, etc. wishing to hang an identification sign, in addition to that provided by Toledo Tent, must display the correct university marks. Falcon Sports Properties reserves the right to remove any sign displaying inaccurate university marks, logos, etc.
- Contact Adam Brass at [abrass@falconsportsproperties.com](mailto:abrass@falconsportsproperties.com) or (419) 372-4009 for all signage approvals.

### • **FOOD & CATERING POLICIES**

- This season groups are NOT permitted to bring perishable items or foods that need to be cooked into Tailgate Park. Beverages (excluding alcohol) and foods such as chips, snacks, and candy can be brought into Falcon Tailgate Park.
- NEW IN 2019: All tents now include an order of chips & salsa from Stadium Salsa! All tents will now come with twelve (12) jars of salsa and twelve (12) bags of chips. For any additional product orders please contact Stadium Salsa directly at (419)-343-5538.
- ALL DELIVERIES MUST BE DROPPED OFF WITHIN THE PARKING LOT AREA OF FALCON TAILGATE PARK. NO delivery cars are allowed to drive through Falcon Tailgate Park.
- It is recommended that all food & beverage in your tent be supervised during the game or packed up prior to kickoff. We DO NOT have personnel watching the tents during the game.
- Recycle all cans and plastic/glass bottles in the blue-topped recycling containers provided in each tent.

### • **CATERING PARTNERS CONTACT INFORMATION**

- If you are going to have a caterer on site cooking at your tent area, this MUST BE APPROVED BY FALCON SPORTS PROPERTIES! Please let Adam Brass know that you will have a caterer on site, via email at

[abrass@falconsportsproperties.com](mailto:abrass@falconsportsproperties.com) or at (419) 372-4009. This is the only vehicle allowed within Falcon Tailgate Park. They must be in place prior to 4 hours before the game.

○ **Preferred Caterers:**

Jet's Pizza	(419) 353-0316
Fricker's	(419) 354-2000
Biggby Coffee- BG	(419) 353-2442
Chick-Fil-A Perrysburg	(419) 874-6412
Buffalo Wild Wings	(419) 353-2999
SamB's	(419) 353-2277
Qdoba	(419) 353-7200
Stadium Salsa	(419) 343-5538
Porkbelly's	(419) 819-4465
Jimmy John's	(419) 352-7200
Double D's Smokehouse	(419) 353-8735
Campus Pollyeyes	(419) 352-9638

● **RECYCLING AND WASTE REDUCTION**

- BGSU Athletics and Falcon Sports Properties have partnered with BGSU Campus Sustainability to move to Zero Waste at BGSU athletic venues. Recycling, by using the clearly marked, blue-topped recycling containers provided in each tent is an expectation for all home football games. The following items should be recycled:
  - Cans (aluminum & steel)
  - Plastic bottles
  - Glass Bottles/jars
  - Paper (no food contaminated wrappers)
  - Cardboard (boxes can be stacked for pickup; no pizza in pizza boxes)
  - No leftover food
  - No Styrofoam, plastic utensils, or plastic bags
- Any leftover/unwanted decorations, centerpieces, flowers, promotional items, individually wrapped food items, etc. that can be reused should be gathered and left on a table in the tent for pickup by staff. These items can be donated and/or reused by appropriate programs or non-profit organizations.

● **GRILLS**

- Ohio Fire Safety Code requires all grills to be 20 feet from any tent. All grills must be propane based. Charcoal grills are not permitted.

● **AMPLIFICATION**

- If you are planning to bring in any form of amplification, this must be approved by Falcon Sports Properties. Please email Adam Brass if you are planning on bringing in any amplification, [abrass@falconsportsproperties.com](mailto:abrass@falconsportsproperties.com)

## **TENT ORDER FORM – BGSU AFFILIATE TENT**

Please fill out the order form and send to [sales@toledotent.com](mailto:sales@toledotent.com) & [abrass@falconsportsproperties.com](mailto:abrass@falconsportsproperties.com) or call and place order, 1-800-998-TENT

(8368). If sending by email, please confirm that form was received by calling Toledo Tent and Party Rentals directly.

**Billing Information:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Falcon Sports Properties Approval Form:**

Are you buying alcohol: \_\_\_\_\_  
Will you be hanging signage in or around your tent: \_\_\_\_\_  
Will you have a caterer on site: \_\_\_\_\_  
If so, who: \_\_\_\_\_  
Will you be using any form of amplification: \_\_\_\_\_

**Tent Information:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Home Game

\_\_\_\_\_ Package Number

- Would you like walls installed?
  - Would you like Toledo Tent to provide a generator? \*
  - Would you like Toledo Tent to provide a heater? \*
- \* Additional cost – call for pricing

Exact Title for Your Tent's Sign

\_\_\_\_\_

Comments or Special Requests

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