University of Colorado
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PROCUREMENT SERVICE CENTER

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How to Buy Rental of Event Equipment [1]

This commodity includes the rental of equipment for events such as commencements, banquets, and parties. Equipment rented under this commodity might include tents, chairs, staging, and trash receptacles. Pricing for rental equipment not found in this grid varies by supplier.

Procurement Options and Procedures

- **$5,000 or less:** Marketplace PO or your Procurement Card. Departments are encouraged to obtain at least two quotes when purchasing these services.
- **Above $5,000:** A PO Requisition or an SPO Requisition. Reference UPA #CU-DMEVENTRENTALS-Q. You are encouraged to obtain at least two quotes.

Supplier Information

Below are commonly used suppliers for event rental equipment. The list is not inclusive and not mandatory.

AAa Rental Center - All campuses

- Phone: 1.866.386.7321 or 719.593.7008
- Fax: 719.593.0381

Chair Rental - All campuses

- Phone: 303.936.0794
- Fax: 303.312.3536
- Email: chairrental@qwest.net [2]

Colorado Party Rentals - All campuses

- Phone: 303.781.1111
- Fax: 303.781.8950

RC Special Events- All campuses (except Colorado Springs)

- Phone: 303.527.2905
- Fax: 303.527.3805

WGES - All campuses

- Phone: 303.399.9949
- Fax: 303.399.9962
- Email: dhouse@twges.com [3]

Purchasing Agent

Megan deGrood

- **Voice:** 303.764.3437
- **Fax:** 303.764.3434
- **Email:** Megan.deGrood@cu.edu [4]

Source URL: http://www.cu.edu/psc/how-buy-rental-event-equipment

Links:
[1] http://www.cu.edu/psc/how-buy-rental-event-equipment
[2] mailto:chairrental@qwest.net
[3] mailto:dhouse@twges.com
[4] mailto:Megan.deGrood@cu.edu