

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.

Procurement Options and Procedures

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace. May also use the University Procurement Card (up to \$5,000). Departments are encouraged to obtain at least two quotes when purchasing these services. Purchase Requisitions are the preferred method of payment to suppliers for these services.
- **Above \$10,000.01:** Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace. Departments are encouraged to obtain at least two quotes when purchasing these services.

Note:

As of January 1, 2023, any Event Equipment Rental purchase requisition totaling \$10,000.01 - 100,000 or more that is submitted for approval (or submitted prior to December 31 2022, but not yet approved), must have an accompanying Source Selection and Price Reasonableness form ^[2]. On this form, please mark "University Standard Sole Source" in section II and indicate the number 3 in the box as the sole source justification number for Official Functions, then please complete sections I, II, III, VI, VII and attach to the requisition.

Supplier Information

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

Chair Rental - All campuses

- Phone: 303.936.0794
- Fax: 303.312.3536
- Email: chairrental@qwest.net ^[3]

Colorado Party Rentals - All campuses

- Phone: 303.781.1111

- Fax: 303.781.8950
- Email: denver@cpartyrentals.com [4]

RC Special Events- All campuses (except Colorado Springs)

- Phone: 303.527.2905
- Fax: 303.527.2805
- Email: info@rcspecialevents.com [5]
- University Price Agreement: PSC-09058 (expires 1/1/2025)

WGES - All campuses

- Phone: 303.399.9949
- Fax: 303.399.9962
- Email: dhouse@twges.com [6]

Purchasing Agent

Sabrina Stewart

- **Email:** Sabrina.Stewart@cu.edu [7]

Source URL: <https://www.cu.edu/psc/how-buy-rental-event-equipment>

Links

[1] <https://www.cu.edu/psc/how-buy-rental-event-equipment> [2] <https://www.cu.edu/doc/source-selection-and-price-reasonableness-formpdf> [3] <mailto:chairrental@qwest.net> [4] <mailto:denver@cpartyrentals.com> [5] <mailto:info@rcspecialevents.com> [6] <mailto:dhouse@twges.com> [7] <mailto:Sabrina.Stewart@cu.edu>