



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## PROCUREMENT SERVICE CENTER

Published on *University of Colorado* (<http://www.cu.edu>)

[Home](#) > How to Buy Rental of Event Equipment

---

# How to Buy Rental of Event Equipment <sup>[1]</sup>

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:** Submit a Purchase Requisition through the CU Marketplace. Departments are encouraged to obtain at least two quotes when purchasing these services.
- **Above \$5,000:** Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace. 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](mailto:chairrental@qwest.net) <sup>[2]</sup>

### 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](mailto:dhouse@twges.com) [3]

## **Purchasing Agent**

### **Kathy Chang**

- **Phone:** 303.764.3418
- **Fax:** 303.764.3434
- **Email:** [Kathy.Chang@cu.edu](mailto:Kathy.Chang@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:Kathy.Chang@cu.edu>