

Equipment rental inquiry template

An equipment inquiry needs to describe both the gear and the event. Use this checklist when a person must confirm availability, delivery and setup before accepting a booking.

Business / project: _____ Date: _____

Field	What to record	Your notes
Event and contact	A reply email and a short description of the event.	
Equipment and quantities	Identify the package or item and the quantity requested.	
Rental start and end	Dates when equipment is needed, including return expectations.	
Setup and collection windows	Separate these from the event's start time.	
Venue and delivery	Location, delivery or pickup preference and known access constraints.	
Technical help	Whether setup, operation or compatibility advice is needed.	
Confirmation owner	Who checks inventory, staffing, transport and final price.	

Example rental request

Event and contact	Indoor company event, 60 guests · events@example.com
Equipment and quantities	2 PA speakers, 1 wireless microphone
Rental start and end	Friday 9 October to Monday 12 October 2026
Setup and collection windows	Setup by 4 pm Friday; collection after 9 am Monday
Venue and delivery	Conference room, Pune 411001; delivery required
Technical help	Setup and sound check; no operator during the event
Confirmation owner	Rental coordinator — confirm equipment and delivery availability

How to use this

1. Carry chosen items into the inquiry rather than asking the visitor to reconstruct a list.
2. Require rental dates, but let uncertain specifications go to a person.
3. Check overlapping reservations, setup capacity and travel before confirming.
4. Reply with the agreed equipment, dates, exclusions and applicable booking terms.

Submitting this brief does not reserve equipment. This is not a rental contract or a live inventory system.

Editable versions and guidance: <https://1968labs.com/resources/equipment-rental-inquiry-template>

Implementation questions: hello@1968labs.com