

# Event Planning Guide

Salt and Light Event Co. · Port Jefferson Station, NY

Use this guide to choose the right tent, seating arrangement, and inflatables for your event. All rentals include free delivery, setup, and pickup.

## 1. Table Seating Guide

How many guests fit at each table depends on the table type and whether you're doing a formal seated dinner, a casual buffet style, or a cocktail hour. Use these as starting points — when in doubt, go slightly under capacity so guests have elbow room.

Table Type	Dimensions	Comfortable	Maximum	Best For
Round Table (60")	60" diameter	8 guests	10 guests	Dinner, receptions, celebrations
Banquet Table (6ft)	6ft x 30"	6 (sides only)	8 (sides + ends)	Buffets, gift tables, long rows
Cocktail Table (High-Top)	30" dia · 42" tall	2–3 guests	4 guests	Cocktail hours, mingling

**Pro tip:** Plan for 8 guests per round table (not 10) so everyone has comfortable elbow room. For buffet-style events where guests move around, you can seat closer to the maximum.

Chair covers & linens: We offer white stretch spandex chair covers (\$2 each) and white highboy cocktail table covers (\$10 each) for an elevated, elegant look. Ask when requesting your quote!

## 2. Tent Capacity Guide

Tent capacity varies depending on whether your event is a formal seated dinner, a standing cocktail reception, or a mixed setup with a dance floor or buffet area. Always account for tables, a serving area, and space to move comfortably.

Tent	Sq Ft	Seated Dinner	Cocktail / Standing	Mixed Setup
10x10 Marquee	100 sq ft	8–10 guests (1 round table)	15–20 guests	10–12 guests
10x20 High Peak	200 sq ft	16–20 guests (2 round tables)	25–35 guests	20–24 guests
10x20 Canopy	200 sq ft	16–20 guests (2 round tables)	25–30 guests	18–22 guests
20x20 Canopy	400 sq ft	30–40 guests (4 round tables)	50–60 guests	30–36 guests
29x23 Dodecagonal	~667 sq ft	40–50 guests (5–6 round tables)	60–80 guests	40–50 guests
20x30 Canopy	600 sq ft	48–60 guests (6 round tables)	70–90 guests	48–56 guests
20x40 Canopy	800 sq ft	64–80 guests (8 round tables)	100–120 guests	60–72 guests

**Rule of thumb:** For a comfortable seated dinner, allow 10–12 sq ft per person. For standing/cocktail events, 6–8 sq ft works well. Always subtract space for any buffet tables, DJ setup, or dance floor.

String lights are included **FREE** with every tent rental. Need them without a tent? Add as a standalone for just **\$45/day**.

### 3. Seating Arrangement Options

The way you arrange tables dramatically affects how many guests fit and how the event feels. Here are the most common layouts across tent sizes.

<p><b>Round Tables Only</b> <i>Classic dinner-party style · most popular</i></p> <table border="1"> <tbody> <tr> <td>10x10</td> <td>1 table · 8–10 guests</td> </tr> <tr> <td>10x20</td> <td>2 tables · 16–20 guests</td> </tr> <tr> <td>20x20</td> <td>4 tables · 32–40 guests</td> </tr> <tr> <td>29x23</td> <td>5 tables · 40–50 guests</td> </tr> <tr> <td>20x30</td> <td>6 tables · 48–60 guests</td> </tr> <tr> <td>20x40</td> <td>8 tables · 64–80 guests</td> </tr> </tbody> </table> <p><i>Best for: seated dinners, birthday parties, and receptions.</i></p>	10x10	1 table · 8–10 guests	10x20	2 tables · 16–20 guests	20x20	4 tables · 32–40 guests	29x23	5 tables · 40–50 guests	20x30	6 tables · 48–60 guests	20x40	8 tables · 64–80 guests	<p><b>Banquet Tables Only</b> <i>Long-table family style · great for buffets</i></p> <table border="1"> <tbody> <tr> <td>10x10</td> <td>2 tables · 12–16 guests</td> </tr> <tr> <td>10x20</td> <td>3–4 tables · 18–32 guests</td> </tr> <tr> <td>20x20</td> <td>6 tables · 36–48 guests</td> </tr> <tr> <td>29x23</td> <td>6–8 tables · 36–56 guests</td> </tr> <tr> <td>20x30</td> <td>8 tables · 48–64 guests</td> </tr> <tr> <td>20x40</td> <td>10–12 tables · 60–96 guests</td> </tr> </tbody> </table> <p><i>Best for: BBQs, cookouts, and family-style dinners.</i></p>	10x10	2 tables · 12–16 guests	10x20	3–4 tables · 18–32 guests	20x20	6 tables · 36–48 guests	29x23	6–8 tables · 36–56 guests	20x30	8 tables · 48–64 guests	20x40	10–12 tables · 60–96 guests
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<p><b>Mixed: Round + Buffet</b> <i>Seated dinner + dedicated food station</i></p> <table border="1"> <tbody> <tr> <td>20x20</td> <td>3 round + 1 buffet · 24–30 guests</td> </tr> <tr> <td>29x23</td> <td>4 round + 1–2 buffet · 32–40 guests</td> </tr> <tr> <td>20x30</td> <td>5 round + 2 buffet · 40–50 guests</td> </tr> <tr> <td>20x40</td> <td>6–7 round + 2 buffet · 48–56 guests</td> </tr> </tbody> </table> <p><i>Best for: most events — the most popular overall setup.</i></p>	20x20	3 round + 1 buffet · 24–30 guests	29x23	4 round + 1–2 buffet · 32–40 guests	20x30	5 round + 2 buffet · 40–50 guests	20x40	6–7 round + 2 buffet · 48–56 guests	<p><b>Cocktail / Mingling</b> <i>High-tops + open floor · standing reception</i></p> <table border="1"> <tbody> <tr> <td>10x10</td> <td>2–3 tables · 15–20 guests</td> </tr> <tr> <td>10x20</td> <td>4 tables · 25–35 guests</td> </tr> <tr> <td>20x20</td> <td>6–8 tables · 50–60 guests</td> </tr> <tr> <td>20x30</td> <td>8–10 tables · 70–90 guests</td> </tr> <tr> <td>20x40</td> <td>12+ tables · 100–120 guests</td> </tr> </tbody> </table> <p><i>Best for: cocktail hours, networking events, and open-house parties.</i></p>	10x10	2–3 tables · 15–20 guests	10x20	4 tables · 25–35 guests	20x20	6–8 tables · 50–60 guests	20x30	8–10 tables · 70–90 guests	20x40	12+ tables · 100–120 guests						
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**Planning a mixed event?** A popular combo is round tables for seated guests + 2–3 banquet tables for the buffet/food station + 2 cocktail tables near the entrance for drinks. We can help you figure out exactly what you need — just ask in your quote!

## 4. Inflatable Safety & Capacity Guide

All of our inflatables are commercial-grade and meet industry safety standards. Here's what you need to know to keep the fun going safely at your event.

Unicorn N Stars Bounce House		Rainbow Castle Combo	
<b>Max at one time</b>	6 kids simultaneously	<b>Max at one time</b>	6 kids (bounce) · 1 at a time (slide)
<b>Age range</b>	Ages 2–12 years old	<b>Age range</b>	Ages 2–12 years old
<b>Weight limit</b>	150 lbs per child	<b>Weight limit</b>	150 lbs per child
<b>Space needed</b>	~15x15 ft flat area	<b>Space needed</b>	~15x20 ft flat area
<b>Power</b>	Standard 110V outlet within 50 ft	<b>Power</b>	Standard 110V outlet within 50 ft

  

15ft Fun Slide XL		30ft Ultimate Obstacle Course	
<b>Max at one time</b>	2 riders at a time (1 rider per slide)	<b>Max at one time</b>	2–4 racers simultaneously
<b>Age range</b>	Ages 4 and up	<b>Age range</b>	Ages 4 and up · kids AND adults!
<b>Weight limit</b>	250 lbs per rider	<b>Weight limit</b>	250 lbs per person
<b>Space needed</b>	~15x30 ft flat area	<b>Space needed</b>	~15x50 ft flat area
<b>Wet or dry</b>	Connect a garden hose for water mode	<b>Power</b>	Standard 110V outlet within 50 ft

**Safety reminders:** Always have a designated adult supervisor. Remove shoes, glasses, and sharp objects before entering. No flips, roughhousing, or climbing on walls. Do not exceed stated capacity. Safety guidelines are provided with every rental.

**Indoor setup:** **Bounce houses** (Unicorn & Rainbow Castle, ~12 ft tall) — great indoors with a **14–15 ft ceiling**. **Obstacle Course** (low-profile) — fits most gyms with a **12–13 ft ceiling**. **Fun Slide XL** (15 ft tall) — **generally not suitable for indoor use**. Share your ceiling height in your quote request and we'll confirm right away.

**Ready to plan your event? We'd love to help.**

(631) 490-4749 · snleventcompany@gmail.com · Port Jefferson Station, NY 11776

Free delivery, setup & pickup · Serving all of Suffolk County

**Request your free quote at [saltandlighteventco.com](http://saltandlighteventco.com)**