



WELCOME!

It gives me great pleasure to welcome you to Rooney's Hire Service. For over 75 years, our family-run business has been trusted to bring events to life across Zimbabwe and Southern Africa.

From intimate gatherings to large-scale celebrations, we take pride in offering not only the finest rental equipment but also expert advice, thoughtful layouts, and a professional team dedicated to making every occasion seamless and memorable.

We hope the following event guide will assist you in planning your next event to ensure not only it is a success but you have fun at the same time too!

We are truly excited at the opportunity to work with you, and we look forward to sharing in your events success.

Warm regards,



Niall Rooney
3rd Generation Family Member

Rooney's Event Planning Guide and Checklist

Hosting an event is an exciting and fun experience - but let's be honest, there's also a lot to do! From the very first idea to the last guest leaving the dance floor, planning an event can sometimes feel overwhelming. That's where we come in.

With over 75 years of experience in the event industry (yes, we've been doing this since way back!), the Rooney's team has put together this guide to help you navigate your way to hosting a successful event - one that your guests will love and one you or your organization can be truly proud of.

At Rooney's, events are our passion. Our special event consultants bring a wealth of knowledge and trusted expertise to every occasion. They know the ins and outs of the industry, and they're here to offer sound, professional advice that you can count on.

Quite simply, Rooney's loves events. This is where we thrive, this is where we shine, and this is what we do best. We look forward to being a part of your journey and sharing in the excitement of creating something unforgettable together.

I hope this guide is useful to you - and that you enjoy the planning process as much as we will enjoy working with you.

Wishing you a hugely successful event,

Niall Rooney
(3rd Generation Family Member)

Step 1: Contact Rooney's First!

Your first call should always be to Rooney's Hire Service. With over 75 years of experience in events, we'll ensure your foundations are solid - from marquees and staging to lighting, furniture, and logistics.

Step 2: Consider Hiring an Event Manager

Depending on the size and complexity of your event, an experienced event manager can make life easier:

- They coordinate suppliers
- Keep budgets on track
- Ensure nothing is forgotten
- Allow you to actually enjoy the event

Step 3: Select Your Venue

Your venue sets the tone:

- Weddings: family gardens, romantic estates, or scenic outdoor venues
- Corporate events: your own offices or a central conference space
- Product launches: a unique venue that reflects your brand

 Venues book up quickly! Confirm and pay deposits early.

Step 4: Secure the Core Service Providers

The four key pillars of any event are:

1. Rooney's Hire Service (marquees, furniture, staging, power, lighting)
2. Caterer (menu that fits your event style and budget)
3. Bar Service (cocktails, wine, or mobile bar setups)
4. Decor and Florist (styling, flowers, ambience)



Tip: Have at least 2–3 supplier options in each category. An event manager can shortlist for you.

Step 5: Create Your Guest List

A successful event starts with the right people:

- Scroll through your phone, emails, or client database for names you might forget
- For corporates, get marketing to prepare a list
- Collect full details: Name (double-check spelling), Email address, Physical address, Contact phone number

Step 6: Send Invitations

Timing is everything:

- **Save-the-Date:** Send 3+ months ahead for out-of-town guests
- **Formal Invites:** Send closer to the event (too early and people forget)
- **RSVP Deadline:** About 10 days before event day - gives enough time to confirm final numbers with suppliers

Step 7: Budget and Timeline

Keep a working budget (include a contingency of 10–15%) and a planning calendar with milestones:

- Venue booked ✓
- Suppliers secured ✓
- Menu tasting ✓
- Décor mock-up ✓
- Final walkthrough ✓

Step 8: Logistics and Legalities

Don't forget:

- Secure parking, security, and traffic management
- Check permit/licensing requirements (alcohol, amplified music, large gatherings)
- Confirm backup plans for weather, power, and supplier cancellations

Event Day Management

Pre-Event Checklist

- Walk through the venue early with Rooney's and suppliers
- Test sound, lighting, and AV equipment
- Confirm seating, décor, catering and bar setup
- Ensure signage, bathrooms, and guest access are clear
- Have an event kit: tape, scissors, extension cords, markers, first aid

During the Event

- Assign roles: greeters, supplier managers, trouble shooters
- Keep a printed copy of the timeline and supplier contacts
- Monitor catering, entertainment, speeches
- Adjust music volume, lighting, and heating / cooling

Emergency / Backup Plan

- Backup generators (Rooney's can supply!)
- Extra seating / tables for unexpected guests
- Rain / wind plan for outdoor events

Post-Event Follow-Up

Immediately After

- Thank your guests with a message
- Pay and settle supplier accounts promptly
- Collect all hired equipment with Rooney's team

Within a Week

- Review guest feedback and photos / videos
- Hold a short post-mortem meeting with your team
- File all contracts, invoices, and checklists for future reference

Long-Term

- For corporates: follow-up with clients (emails or gifts)
- For weddings / parties: create a photo album or highlight reel
- Plan your next event with Rooney's!

Quick Event Planning Checklist

This one-page checklist is designed to keep you on track when planning and running your event. Tick off each item as you go to make sure nothing is missed!

Pre-Event Planning

- ☐ Contact Rooney's Hire Service
- ☐ Consider hiring an event manager
- ☐ Book venue and pay deposit
- ☐ Confirm suppliers:
 - Rooney's (equipment & logistics)
 - Caterer
 - Bar Service
 - Decor and Florist
- ☐ Prepare guest list with full details (name, email, address, phone)
- ☐ Send invitations (Save-the-Date and Formal Invites)
- ☐ Set RSVP deadline (10 days before event)
- ☐ Finalize budget (include 10–15% contingency)
- ☐ Check logistics: parking, security, permits, power backup
- ☐ Create detailed event timeline and assign responsibilities

Event Day

- ☐ Walk through venue with suppliers
- ☐ Test sound, lighting, AV equipment
- ☐ Check seating, décor, catering and bar setup
- ☐ Ensure signage and guest access are clear
- ☐ Prepare event kit (tape, scissors, cords, first aid)
- ☐ Assign roles for greeters, supplier management, troubleshooting
- ☐ Keep printed timeline and supplier contacts on hand
- ☐ Monitor catering service, entertainment and speeches
- ☐ Adjust music, lighting and climate control
- ☐ Have backup plans ready (power, weather, extra seating)

Post-Event

- ☐ Send thank-you messages to guests
- ☐ Pay and settle supplier accounts
- ☐ Collect Rooney's hired equipment
- ☐ Review guest feedback and photos / videos
- ☐ Hold post-mortem meeting with your team
- ☐ File contracts, invoices and checklists
- ☐ For corporates: follow-up with clients (emails or gifts)
- ☐ For weddings / parties: create photo album or highlight reel



Tip: Keep this checklist handy and reuse it for every event!

Being a Responsible Host

Being a responsible host means prioritising the safety, comfort, and wellbeing of your guests.

Before the Event

- □ Know your guests and any special needs (allergies, disabilities, age restrictions).
- □ Plan safe transport: secure parking, shuttle services, taxi partnerships.
- □ Check venue safety: exits clear, fire extinguishers, first aid kits, security.
- □ Food & beverage safety: licensed caterers, allergen labels, non-alcoholic options.
- □ Secure insurance and permits (alcohol, music, gathering size).

During the Event

- □ Provide clear signage, lighting, and staff / security for safe arrivals.
- □ Serve alcohol responsibly: trained staff, no underage service, continuous food.
- □ Offer water and non-alcoholic beverages.
- □ Monitor guest wellbeing (watch for over-intoxication or distress).
- □ Maintain safe crowd levels, clear exits, and adequate noise control.
- □ Have medical staff/first aiders available for larger events.
- □ Ensure bathrooms are clean, stocked, and accessible.
- □ Supervise children / minors appropriately.

End of the Event

- □ Provide safe exit options: taxis, shuttle buses, designated drivers.
- □ Stop alcohol service before closing.
- □ Assist intoxicated or unwell guests to leave safely.
- □ Ensure exits and parking areas are well-lit and secure.
- □ Manage lost & found items responsibly.

After the Event

- □ Follow up with guests; check on anyone who needed extra assistance.
- □ Debrief with your team to review safety measures.
- □ Ensure waste is removed and venue is left clean and secure.

Golden Principles

- □ Care first – Safety and wellbeing come before entertainment.
- □ Plan for problems – Always have contingencies.
- □ No one leaves unsafe – Ensure all guests have a safe way home.
- □ Lead by example – Drink responsibly and stay alert.

Bar Services

Pro-bar - Asa Jogí

Catering Services

Sophisticated - Amanda Wessels

Gourmet Girls - Lee Vermaak

Chef Dananai

HD and Karleyne Fraser

Co-ordinators

Bespoke Events - Gill Harrison

VIP Hosting - Kevin Zhou

Co-ordinator / Florist

Tangerine Co - Zillah Chilawa

Florist

Functionality - Terri Bruce and Tara-lynn Beahan

Hire Society - Laura Griffiths

Madd on Flowers - Abby Madden

Sound and Lighting

Neon Events - Robin and Munashe Goneso

Divine Concerts - David Mwale



HIRE SOCIETY



BAR SERVICES

PROBAR

Pro-Bar

ProBar is dedicated to making every event unforgettable by providing a premium bar experience, tailored to the specific needs of each occasion. Whether it's a wedding, corporate function, private party, or public celebration, we bring experienced advice, expert bartenders, carefully curated drink selections, access to a wide range of diverse products and a professional setup to create a vibrant and enjoyable atmosphere.

☎ 0773 213 714

✉ asa@probar.co.zw

CATERING SERVICES



Sophisti-Catered

Sophisti-Catered focuses on Classy, Creative Contemporary Events, totally personalised to your specific tastes, budgets and themes. While presentation is of primary importance, it is backed up by a fusion of delicious tastes and flavours, using high quality ingredients, and professional, talented service providers.

☎ 0772 300 530

✉ amandawess@gmail.com



Gourmet Girls

With over 20 years of experience serving individuals, companies, NGOs, and embassies across Zimbabwe, Gourmet Girls brings passion, creativity, and reliability to every event. From custom menu design to flawless delivery, we're here to make your occasion stress-free, memorable, and truly delicious.

☎ 0773 239 848

✉ lee@gourmetgirls.co.zw  



Chef Dananai

A catering and events company based in Harare. We offer a wide range of catering services to suit various occasions.

☎ 0710 387 505

🌐 www.chefdananai.com

HD and Karleyne Fraser

☎ 0782 711 508 | 0782 711 507

CO-ORDINATORS



Bespoke Events

Bespoke Events are renowned for their unexpected décor accents and sophisticated style and Attention to Detail. Each event is a masterpiece, exuding warmth and intimacy, regardless of size. Bespoke Weddings & Events with Gill at the helm, every celebration is a testament to her dedication to creating unforgettable experiences that reflect the Band/Events personality and style. Whether big or small, each of our events has no replicas, no repeats, no compromise and no imitation.

☎ 0772 266 651

📷 @bespoke_weddings_and_events

VIP Hosting



VIP Hosting is a full-service event management, furniture hire, and design company. We create unforgettable experiences where your guests connect with your brand in meaningful and memorable ways. With creativity, professionalism, and attention to detail, our team delivers events that reflect excellence, value, and originality. At VIP Hosting, client trust and satisfaction are our top priorities. That's why we're recognised locally and internationally for integrity, flexibility, and outstanding service.

☎ 0778181235

🌐 www.viphosting.design

CO-ORDINATOR • FLORIST



Tangerine Co

At Tangerine Co., we believe every celebration deserves to be remembered for a lifetime. Since 2006, we have been at the heart of Zimbabwe's most cherished moments weaving together creativity, elegance, and detail to transform ordinary occasions into extraordinary experiences. From intimate gatherings to grand corporate events, our passion is to bring your vision to life in ways that feel effortless, beautiful, and uniquely you.

☎ 0773 050 233 | 0772 307 378 ✉ tangerineco@zol.co.zw



FLORIST



Functionality

Functionality event hire offers a modern touch to everything you need to create unforgettable moments. From stylish furniture and elegant décor to unique statement pieces, we cater to all event styles and sizes with professionalism and flair. Whether it's an intimate celebration, a corporate function, or a grand wedding, our curated collection ensures your vision comes to life seamlessly. With us, your event isn't just planned it's elevated.

☎ 0776 733 669

HIRE SOCIETY



Hire Society

We design for the dreamers and the romantics. We design for the ones who feel in colour. We design for those who believe flowers aren't just beautiful but meaningful. We design for those who crave emotion over excess. We design for the wildly elegant and the quietly bold. We design for the stories that can't be told in words, only in blooms. We design unique, intentional and always extraordinary!

☎ 0772 388 806   @hiresocietyzim



Madd on Flowers

Bespoke wedding flowers by Madd on Flowers for that personal touch.

☎ 0783 106 708  

SOUND AND LIGHTING



Neon Events

Neon Events Elements is an event technology company that specializes in the setup of immersive audio and visual event experiences through the supply of PA systems, LED screens, Lighting, LED Dance Floors, and Special Effects.

☎ 0775 672 250

✉ munashe@neonhiring.co.zw

Divine Concerts

Since 2010 , Divine Concert Sound, DCS, is an audio-visual production company providing state of the art audio-visual, lighting, staging, screens, back up power and conferencing sound and equipment production and rental services to Southern Africa.

We pride ourselves in using the most cutting edge technology supported by a team of highly qualified and professional technicians to provide you with innovative and customized solutions for all your events.

☎ 0772 241 860

🌐 www.divineconcertsound.co.zw





Rooney's Hire Service

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/Rooneys-Zim



#rooneyszimbabwe



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Email: hello@rooneys.co.zw

Web: www.rooneys.co.zw

Operating Hours

Monday to Friday 7.30am - 4.00pm

Saturday 8.00am - 12.00noon

Sundays and Public Holidays are
considered as overtime

THINK
Rooney's
THE HIRING SPECIALISTS
EVENT INFRASTRUCTURE