



MARQUEE CHECKLIST & CLIENT SIGN-OFF SHEET

Invoice No:

	✓		✓
1. All aspects of the structure are at a safe distance from power lines & other hazards.	<input type="checkbox"/>	12. No unrepaired tears in fabric are present. (this would mean significant tears near seams and not small holes)	<input type="checkbox"/>
2. Anchorage points are suitable for the purpose and soil condition and are holding fast.	<input type="checkbox"/>	13. Flooring is securely fixed so there are no tripping points (2.l)	<input type="checkbox"/>
3. Bracing wires/bars on roof and walls are in place and adequately tensioned (2.i)	<input type="checkbox"/>	14. Roof lining does not drop significantly below the eaves.	<input type="checkbox"/>
4. All ropes including wire ropes are sound.	<input type="checkbox"/>	15. Walls are securely pegged and/or secured.	<input type="checkbox"/>
5. Roof is tensioned and not prone to ponding (2.n)	<input type="checkbox"/>	16. A pole tent has a full complement of side up-rights, anchor stakes, pulley blocks and guy ropes.	<input type="checkbox"/>
6. Emergency exits and signs are in place, operating correctly and are without obstruction.	<input type="checkbox"/>	17. The main upright(s) is/are independently guyed where appropriate.	<input type="checkbox"/>
7. Escape routes are clear of obstruction.	<input type="checkbox"/>	18. Suspended weights are evenly distributed and do not overload the structure.	<input type="checkbox"/>
8. Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off.	<input type="checkbox"/>	19. Final all-round visual check to satisfy that the tent is erected securely.	<input type="checkbox"/>
9. All locking pins and bolts are in place and secure.	<input type="checkbox"/>	20. Client briefed on safe use of the structure and no unauthorised modifications.	<input type="checkbox"/>
10. All structural supports are sound and without cracks or significant dents and not overstressed.	<input type="checkbox"/>	21. Client briefed on precautions to take for adverse weather.	<input type="checkbox"/>
11. Eaves connection joints are securely locked home.	<input type="checkbox"/>	22. Client briefed on emergency contact procedures.	<input type="checkbox"/>

Signed (company):

Name:

Date:

23. I have received and understood the briefings referred to in items 20-22 above.

24. I accept the structure as ready for use.

Signed (client):

Name:

Date:

Any damage to equipment note here: (If needed take photos)

Other notes:

YOUR RESPONSIBILITIES (The Hirer)

1. You are responsible for:

- (a)** the proper use and care of all equipment during the hire period (from setup to collection).
- (b)** fire and safety procedures in relation to the hire period.
- (c)** the health and safety of your guests.
- (d)** checking the site, and confirming the results to us in respect of:
 - (i)** underground services (e.g. gas, water, sewerage, electricity) less than 110cm below the surface. If any doubt exists then the advice of the appropriate service company must be sought. It may be necessary to perform an underground scan of the site area where penetration is planned. If we or a sub contractor carry out this scan then we will charge an appropriate fee;
 - (ii)** overhead power lines and trees which may pose a threat.
 - (iii)** any other hazards that may pose a threat.
- (e)** providing us with access to the site.
- (f)** obtaining all permissions, consents and licences necessary for us to legally install the equipment at the site for the hire period.

2. It is your responsibility to also ensure that:

- (a)** no dangerous, combustible or toxic gases or other allied products such as aerosols, explosives or pyrotechnics are stored within the marquee.
- (b)** if snow is a possibility the structure is heated in order to maintain a minimum temperature of 12°C inside the Marquee to prevent build-up of snow on the roof.
- (c)** persons other than our staff or those under our supervision are not admitted to the marquee during erection or dismantle operations until it is deemed structurally complete and safe by us.
- (d)** areas underneath stages, platforms etc are not used for storage and rubbish does not accumulate underneath these areas.
- (e)** exit routes are kept free from obstruction at all times. Minimum of two exits for tents holding 50 or more people.
- (f)** when any person is in the marquee, the exit doors are not locked/obstructed.
- (g)** continual reference is made to weather forecasting services, particularly with regard to a marquee erected during the winter months and/or those erected on an exposed site.
- (h)** contingency plans are in place to evacuate the marquee when wind speeds approach 50mph or when measures to remove snow have been unsuccessful.
- (i)** no modifications are made to the marquee and equipment, in particular structural components (such as cross bracing).
- (j)** when not in use all walls/doors must be closed.
- (k)** in strong winds do not open walls/doors facing the direction of the wind, this can cause damage and make the structure unsafe.
- (l)** any dips/small holes in the ground must be filled and levelled before we lay flooring. If the site is on grass this must be cut short and collected. Long grass can easily push the matting up and cause nails to push out which can cause tripping.
- (m)** all animal droppings/grass cuttings must be cleared from the site before delivery. We will not be responsible for the mess and smell caused, especially if left under flooring.
- (n)** with extreme heavy rainfall ponding may occur on the roof edges. To deal with this we suggest a long handled broom and using the broom head push the water off the roof. If left unchecked the roof can pond too much causing the fabric to stretch and damage the tent.
- (o)** No heating or cooking equipment be placed a minimum of 2 feet from the marquee or tent panels and not left unattended whilst in use.
- (p)** No heating or cooking within the marquee or tent other than by electrical appliances or purpose designated butane or gas appliances.
- (q)** Barbecue or open fires outside to be placed a minimum of twenty feet from the marquee or tent and not left unattended whilst in use.