

# Marquee Site Planning

In an ideal world every site is a 5 acre field which is flat and level with easy access to unload.  
If your space is limited please see below as this will help when checking the site.



## SPACE

We ask in advance that you estimate how much space you have. Photos are really useful; we can also measure using google maps.  
If needed we do offer one **FREE Site Visit** to meet with you, measure up and discuss your requirements.

### Trapeze or Matrix

When measuring the site always allow 5ft (1.5m) on each side of the marquee(s).  
For example, if you choose a 30x30ft Matrix allow 40x40ft (12x12m) to correctly install with guy ropes.

### Poleadion

This is a much bigger marquee, and we need at least 10ft (3m) on each side to install with guy ropes.  
The 60x60ft Poleadion needs 80x80ft (24x24m) and the 60x80ft requires 80x100ft (24x30m) to install.

When measuring the site do not include hedges, shrubs, statures and other obstacles within the marquee area.

**Most bookings will be on grass and this should be flat and level with good drainage.**  
**We can also install on concrete or tarmac please ask for more details.**



## ACCESS

The equipment can be large and heavy which means you must consider access to the site. For smaller marquees carrying equipment a short distance is expected but for larger marquees, especially the Poleadion, we need direct access for our vehicles and crew to unload and install.



## POWER

### How will power be supplied to the Marquee – Generator or Mains?

If you are within 80m of a building, with no roads between, we can provide cables from the mains supply.  
For smaller events this may only be a few cables running off 13A sockets in the building.  
For larger events we can provide 63A distribution boards which a qualified electrician can connect directly to the mains fuse board.  
For very large events or sites far from a building we can advise and quote on generators.



## HAZARDS

### Underground Services

Are there any sewage, water or electrical cables on the site?

We use 1m long stakes to anchor the marquees and it is important that you make us aware of any underground services before you confirm the booking.

### Trees & Overhead Cables

The marquees can be 7m high in the centre and 3m on the sides. Any overhanging telephone and electrical cables could prevent installation.  
Large trees with overhanging branches cannot be above the marquee site.

**Marquees are temporary structures; they are not brick and mortar.**

**When you hire a marquee you accept that the event could be cancelled by bad weather.**  
**Exposed sites on coastlines and hills are a much greater risk versus sheltered inland sites.**



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**WE'VE GOT YOU COVERED**  
Cornwall, Devon, Dorset and Somerset

[www.devonpartymarquees.co.uk](http://www.devonpartymarquees.co.uk)



**Below are some frequently asked questions, please take your time to familiarise yourself with them.**



#### **BOOKING & PAYMENT**

A 30% deposit secures the order, with the final balance no later than 10 working days before the hire date.

If the booking is made within 90 days of the hire date the full hire charge is required to confirm the order.

Payment can be made by bank transfer, credit or debit card, cash or cheque.

The Client agrees to our terms and conditions before placing any order.



#### **DELIVERY & COLLECTION**

We will aim to deliver your marquee 1-3 days before the hire date and collect 1-3 days after.

Due to the weather and other bookings we cannot provide a specific delivery or collection day until 5 days before the hire date.



#### **ADDITIONAL CHARGES**

Transport charges consider fuel, weight of items, access and crew wages in transit.

Additional days rental charged at 15% daily rate, excludes setup and collection days.

Concrete installation is an extra 10% of the marquee hire rate.

All bank holiday orders will incur an extra 10% of the total hire rate.



#### **OTHER**

Each marquee does come with a set of walls.

Installation and setup of equipment plus public liability insurance is included in the hire price.

As standard we include a 6% Damage Waiver fee with each booking, however the hirer may take out suitable insurance for the company's equipment during the period of hire.



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