

Invoice No:



Date:

PRE-BUILD: UNDERGROUND SERVICES DISCLAIMER (USD)

I hereby authorise Devon Party Marquees to begin installation of the equipment. To be signed by the client or associate.

Signed:

Print Name:

POST-BUILD: CHECKLIST & CLIENT SIGN-OFF SHEET



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

Signed (client or associate):

Signed (company):

Print Name:

Print Name:

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

Other notes:

YOUR RESPONSIBILITIES (The Client)

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 in 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 (doors) 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.

UNDERGROUND SERVICES DISCLAIMER (USD)

Temporary structures will normally be secured using metal stakes and the Client must accept responsibility for the risk of any damage caused to underground services. Before delivery the Client should provide the Company with a detailed plan showing the exact location of any underground services, and this remains their responsibility even if they do not own the site. The Company can use 1m long stakes to secure the Equipment and any underground services near or less than this depth should be reported and clearly marked. If the Client or an Associate of the Client (somebody who can act on the Clients behalf) is unable to provide a plan on setup day, or they are confident that there are no underground services near the site, the Company will provide a underground services disclaimer form (USD) which they must sign. This will instruct the Company to begin installation and the Client will indemnify the Company against, all claims for injury to persons, or loss of, or damage to, property, however caused. If the Client or an Associate of the Client refuses to sign the USD they will be in breach of contract and the company will cancel the booking and leave the site.

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