

Notes on transport, storage and erection of the marquee

The marquee and its transportation

1. Please arrange well in advance a date and a time for collection of the marquee from Seil Community Hall, Ellenabeich using one of the contact numbers given in the conditions of hirer document.
2. The marquee canvas comes in 4 canvas bags approximately 1.2m x 0.6m x 0.3m (4 feet x 2 feet x 1 foot). The bags are heavy and each bag will require 2 people to lift it. Although the bags are labelled to indicate what canvas sections they should hold, users frequently mix up the contents so the labels should not be relied on.
3. The main upright poles (3) and ridge poles (2) for the marquee are about 4.6m long and 0.1m in diameter (15 feet x 4 inches) and are heavy.
4. The poles for supporting the canvas at the roof edges are about 2m long and 50mm in diameter (6 feet x 2 inch). There are 28 of these poles.
5. The tent comes with long thick guy ropes (6) for the main uprights and 3 red wooden dollies, one for each upright. There is a shorter guy rope with wooden tensioner for each of the 28 wall poles.
6. The tent is supplied with a set of pegs. There are 6 heavy angle-iron pegs for the main guys. There are slightly smaller wooden pegs for each of the wall guys. 40 smaller wooden pegs are provided to peg down the walls.
7. Because of the length of the main poles and the weight of the equipment we recommend that the tent is collected by at least two people with a pick-up or suitable vehicle. The poles are too heavy for a car roof rack!

Summary of marquee parts you should have:

- 4 x canvas bags containing 2 straight middle sections for the roof, 2 bell end sections of the roof and the wall sections of short walls and long walls.
- 3 upright poles and 2 ridge poles
- 28 wooden wall poles and 28 short guy ropes with wooden tensioners
- 6 long guy ropes
- 3 red wooden dollies
- 6 heavy angle iron pegs for main guys
- 28 wooden pegs for wall guys
- 40 Smaller wooden pegs to peg down the walls



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Erection

1. You should not attempt to erect the marquee without a team of about 12 people (two on each main guy). It is recommended that before the tent is raised the team plan what they should do. You will need to have a good sledge hammer for driving in the steel pegs and a fencing 'mell' for driving the wooden pegs. NB The sledge hammer will damage the wooden pegs and there is a risk of the shattering the mell if it is used to strike metal pegs.
2. Do not erect the marquee near overhead power cables.
3. The marquee has a floor area of approximately 18m by 6m (60 feet by 20 feet) but there needs to be clear ground around the pitch to allow the guy ropes to be laid at the correct angle to be effective.
4. The roof canvasses need to be laced together before erection. There are two straight, middle sections and two bell end sections. The laces are covered by a flap which is on the outside of the canvas. The canvasses should be laid out on the ground outside up with the lace ends adjacent to an eye end. Lacing should begin from the ridge. The first lace is passed upwards through the first eye on the adjacent section. The next lace is then passed through the loop of the lace above and pulled down to the next eye. The next lace is similarly passed through the previous loop and then pulled down and so on until the roof edge is reached. The last lace is a length of rope which can be tied off. The flap is then tied down to cover the lacing. This sounds complicated but is easy once you have the hang of it.
5. It helps to lay out the poles on the ground with the bases of the uprights in the position they will be when the tent is erected and then a square of turf removed at the base of each upright. When the poles are being pulled up the poles can be located in these holes and this will prevent the uprights from slipping along the ground.
6. The canvas then needs to be turned over – inside up. The ridge poles are laid at the ridge – the metal plates should be at the top and overlap each other in the middle. The spikes on the uprights can then be passed through the holes in the plates from underneath. The canvas is then folded back so that the ridge poles lies under the canvass along the ridge seam.
7. The red dollies should be placed on the main pole spikes above the canvas and two guys attached to each using the spliced loops.
8. The tent should be raised using the main guys. We have found it helps to have 3 people under the canvas lifting the ridge poles to allow the uprights to swing upwards. These people can also ensure that the poles locate in the prepared holes as the tent rises. Care should be taken with this as the tent could collapse until the main guys are secured.



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9. The main guys should be driven in when the tent is upright. The end guys should be at an angle of 45° to the ridge and the mid guys at an angle of 90°. The guys should be far enough away from the edge of the tent so that the ropes clear the roof with the walls erected.
10. Wall poles and guys should be fitted next. The spikes go upwards through the eyes in the canvas and the guys attached to the spikes.
11. There are 2 types of wall - a short run and a long run. These have a lace end and an eye end and hooks along the top edge. If the front of the tent is to be opened in use, we have found that it is best to hang the short walls so that the lace and eye ends of each meet at the middle of the tent at the front. The long walls can then be laced to the short walls and then hung around the rest of the tent. In use the short walls can be rolled back towards the sides of the tent. Walls should be pegged down. Remember that if it should get windy there will be a lot of force on the canvas and guys. Make sure that the guys are secure and the canvas cannot flap.
12. Taking the tent down is a reverse of erection. Take off the walls, remove the wall poles and allow the roof canvas to hang vertically from the main poles. Decide where the tent is going to be dropped and make sure that all objects are removed from this area, particularly pegs and sharp objects which could damage the canvas. Make sure that there are sufficient people on the guys to support the weight of the tent, undo the guy ropes and CAREFULLY lower the uprights to the ground EVENLY. Allowing an uneven descent might cause the ridge pole to twist and damage the poles.
13. Please do not take down the tent if wet. We would prefer to get it back a bit late but dry as we have no way of drying a wet canvas on Seil and it might not be used again for many months. If you need to keep the tent for a few more days to dry it please let us know as soon as possible.
14. When returning the dry tent please contact us well before so that we can arrange to have the Hall store open and our people to pack it away. Please let us know of any damage or losses when you return it. We understand that accidents can sometimes happen and that pegs can sometimes break or be lost, so we will be reasonable - but if we do not find out about missing items until the next user finds he cannot put up the tent, then we are likely to look for recompense.

PLEASE REMEMBER THAT THE RESPONSIBILITY TO ERRECT AND USE THE MARQUEE SAFELY IS YOURS. THERE SHOULD BE NO NAKED FLAMES INSIDE, OR OUTSIDE ANYWHERE NEAR THE MARQUEE. SEIL COMMUNITY HALL CHARITY ACCEPTS NO LIABILITY FOR INJURY OR DAMAGE TO PROPERTY ARISING FROM THE USE OF THE MARQUEE WHILST IT IS ON HIRE.



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