



INSTRUCTIONS TO DISMANTLE MARQUEE

PLEASE TAKE MARQUEE DOWN WHEN DRY. IF THIS IS NOT POSSIBLE DUE TO RAIN PLEASE INFORM STAFF ON RETURN

1. Take all walls off and fold neatly. Put in bag for walls.
2. Untie rope that holds roof down and remove centre pole/s.
3. Remove all poles and put in pole bags. Centre pole/s and 4 corner poles in one bag. Intermediate poles in one bag.
5. Remove all pegs.
6. Unstitch roofs and fold neatly. Put ends in end bag only and mid in mid bags only.

CONDITIONS OF HIRE

1. **PAPER, BALLOONS & CREPE STREAMERS** are not permitted IN/OR attached to marquee. Dye from products can cause unreparable damage to walls and roof.
2. **PATIO GAS HEATER** must only be used if they are placed in the centre of the Marquee, as the heat could melt the Marquee walls/roofs.
3. **FIRES MUST NOT** be near Marquees as embers can cause unreparable damage to walls and roofs.
4. Marquee must be **erected on suitable surfaces.**
5. Marquees prohibited from being erected or dismantled in windy weather conditions or forecast/incoming of bad weather.

CUSTOMERS WILL BE HELD RESPONSIBLE FOR REPLACEMENT VALUE OF DAMAGED ITEMS.