

Marquee Standards Terms & Conditions 2023

To ensure our marquees and equipment remain a high standard, and to ensure they are delivered to our clients in the condition in which they expect, we require confirmation of terms of follow hiring from Tents N Events Ltd.

We want our clients to enjoy using the marquee, however, bearing in mind, our marquees and equipment are hired out to other clients after your event has finished. We have unfortunately experienced many scenarios including damage and misuse in the past. Please read further for information on how to best prepare and care for our marquees and equipment.

1. Ground Preparation

- a. Do not cut the grass less than 3 days before set-up, ensure that that last grass cut is picked up. Freshly cut grass will stain our canvas green, and if it is not picked up then it will be trodden through the marquee.
- b. It is the client's responsibility make sure the grass is cut short on a regular basis and any uneven ground is flattened in the preceding weeks before the marquee is erected, we are not responsible for any hazards that occur in the marquee due to uneven ground
- c. This applies also to any holes including rabbit/mole that occur before the marquee is erected, if we have to fill any holes in this will be charged to the client, this applies both public and private locations
- d. Please ensure that any dog/animal/wildfowl mess has been removed from the area and that they are kept away from the area.

2. Furnishings

- a. Internal furnishings must not be moved outside under any circumstances, as any rain or overnight dew will swell and damage the wood. Immediate damage may not be evident straightaway. This includes tables, chairs, staging, dancefloor, bar.
- b. Tables must be cleaned of any large spills and candle wax

3. Lighting

- a. Our festoon, fairy lights and uplighters must not be moved, touched, driven into, or tampered with in any way.

4. Flooring

- a. Any large intentional spills on our matting will be charged for. This includes the bar staff spilling or emptying drinks onto the floor behind the bar, caterers dumping cooking oil or other liquids onto the floor in the service tent.
- b. Any dogs, animals and wildfowl are to be kept away from the marquee for the entirety of when it is first erected to when it come down, any mess on our flooring or marquee that we have to clear up will be charged

5. Cabling

- a. Cabling must not be moved, tampered with, disconnected, or removed by other suppliers. All our cabling and equipment is labelled.

6. Dancefloor

- a. Dancefloors must not be heavily scratched due to trodden-in broken glass, being moved or tampered with.
- b. Please do not allow your guests to swing or climb on the kingpoles. They are not designed to bear weight in this way.

7. Uncleared Marquee on Take-down

- a. Confetti canon debris, excess litter, rubbish, crockery, glassware on tables and leftover food left in the marquee on the agreed take-down day is not our responsibility to clear and may cause additional clear up charges.
- b. Many venues hold a rubbish deposit, any additional rubbish may be chargeable by your venue to dispose of.

8. Windows and walls

- a. Windows and walls, if removed, must be rolled onto tubes provided and stored in a dry location. If they are wet, when removed, they must be dried before being rolled up. It is very important that they must not be dropped on the floor, scrunched up, or folded wet. Any large spills or marks on the walls may be charged.
- b. We do not advise to open windows/walls that will be facing the wind, this may cause the marquee to billow and lose heat, if the winds are strong, it could become unsafe.

9. Catering Tent

- a. It is the client's responsibility to ensure that all catering equipment, food and drink has been removed before our pre-arranged take-down day. We have scheduled takedowns and cannot delay due to equipment left. This may be moved outside whilst we dismantle the tent.

10. Hired-in items from other suppliers

- a. It is the client's responsibility to ensure that all decorations and other hired items have been removed before our pre-arranged take-down day. We have scheduled takedowns and cannot delay due to equipment left. This may be moved outside whilst we dismantle the tent.

11. Underground Services

It is the responsibility of the client to inform tents n events of any underground services where the marquee is being installed. There will be a disclaimer given to the client in advance to sign

We do include the following as part of our service and the following will not be charged;

- General hoovering of the marquee flooring
- Small accidental stains on the flooring
- General wear and tear on all furnishings

Supplier's confirmation

The Tents N Events client is solely responsible for these terms, however as a supplier please sign to acknowledge you have read these terms for the mutual client.

Business Name & Contact Name	Wedding Supplier	Signature	Date
<i>Example:</i> Tents N Events Ash Kent	Marquee Supplier	A.Kent	1 Feb 2023

Note: supplier confirmation is not required by Tents N Events, but is advised for the client's acknowledgement of these terms