

Information Sheet for Marquees

Sizes available: 40' x 20' (12m x 6m)

30' x 20' (8m x 6m)

Transport: We can deliver the marquees in our trailer. If you wish to collect a marquee you will require a large trailer or van.

Please note, longest pole length = 14.44' (4.4m)

Contents 40' x 20':

1	Canvas roof (A very large white canvas)
6	Side panels
12	Support poles (have a flat disk on the bottom)
12	Side poles (have plain ends)
8	Short roof struts (Have collar at each end)
8	Long roof struts (Have collar at each end)
2	Apex poles
1	Box of fittings
6	Ground spikes and rope/ratchet straps
3	Crowns

Contents 30' x 20':

1	Canvas roof (A very large white canvas)
6	Side panels
10	Support poles (have a flat disk on the bottom)
10	Side poles (have plain ends)
8	Short roof struts (Have collar at each end)
6	Long roof struts (Have collar at each end)
1	Apex poles
1	Box of fittings
6	Ground spikes and rope/ratchet straps
2	Crowns

Risk Assessment Marquee Erection / Dismantling

WHO MAY BE HARMED

Outreach Staff including casual labour and Volunteers assisting in erection / dismantling

RISKS

Overhead and underground cables

Underground water supplies / drains

Lifting strains, marquees are heavy

Injuries from being under a marquee when it is lowered (or dropped)

Strong Winds

CONTROLS/ACTION TO MINIMISE RISK

Wearing of suitable safety clothing, i.e., Safety boots, Hi Vis vests, Hard Hats

Look out for cables or evidence of power supplies (external fuse boxes etc)

Ask the local representative about underground hazards

Do not attempt to erect the marquee in high winds.

At least One Village Outreach person must take charge of the work

When lifting the roof at least four people should be available

Before each lift the person in charge should remind everyone not to step inside the marquee, if you are not inside you won't be hurt.

WHEN ERECTING

When roof has been placed over frame attach guy lines/straps to each corner before lifting.

Have stakes ready at each corner for anchoring marquee particularly in windy conditions.

On firm ground have suitable weights ready for each foot plate. Also assess possible anchor points for guy lines/straps

When one side has been lifted and legs inserted engage locking pins into legs.

Attach guy lines as quickly as possible.

White Armbruster Marquee Instructions

The Armbruster Marquee from Village Outreach provides a high-quality covered area for your event. Available in two sizes 40 feet by 20 feet (12 x 6m) or 30 feet by 20 feet (8 x 6M), and the side panels can be arranged to allow the opening to be any size and in any position.

It requires at least 4 strong people to put it up and take it down.

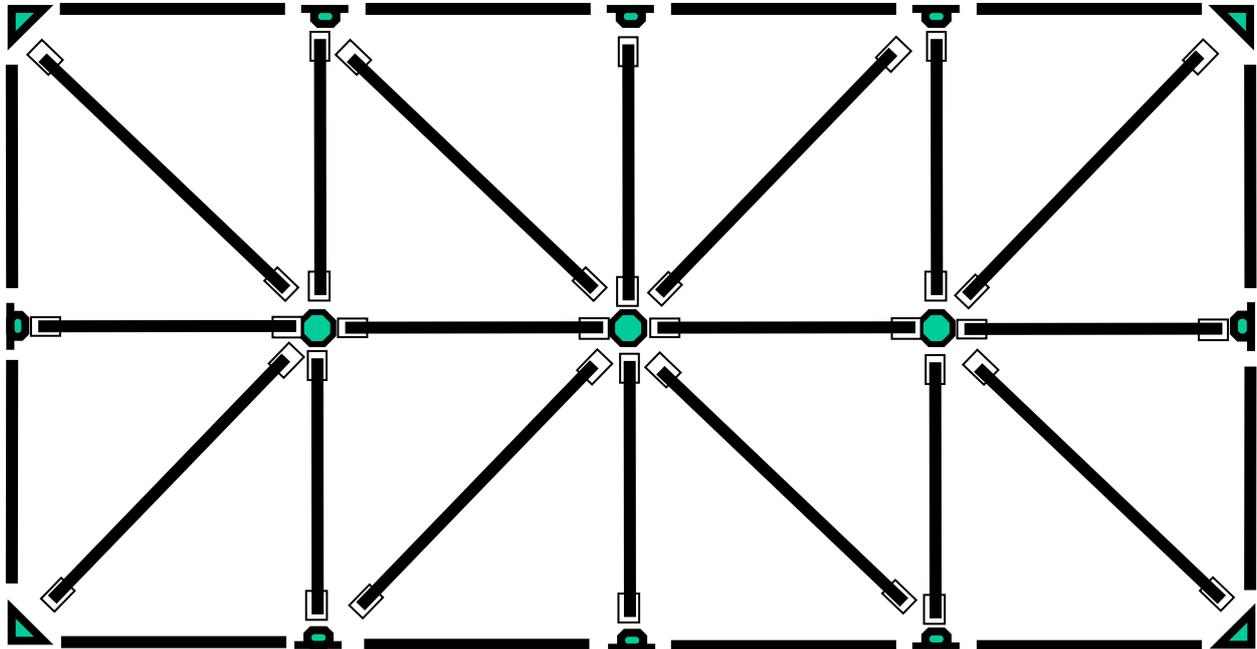
Village Outreach can also supply matting for the floor, chandeliers to give lighting, tables, chairs and staging if required.

Introduction

The Armbruster Marquee can be erected without any expert knowledge provided there are at least four fit adults available for lifting the roof and all those working on the erection do not rush and take reasonable care to avoid tripping over poles or banging their heads.

Step 1

Lay out the roof components on the ground as shown below:



Step 2

Now connect all the roof sections together.

Start with the corners fixing the side poles into the corner brackets with the locking pins.



Now do the same with the T sections.



Step 3

Now attach the roof struts onto the corners, the collars are released by pressing the spring loaded buttons.



Repeat with the struts connected to the T sections.



Step 4

The next step is to connect all the struts to the crowns; this can take a bit of pulling and pushing as it is at this stage any unevenness in the ground or the corners not being square will become apparent.



Step 5

If you are having lighting hanging from the roof (i.e. Chandeliers from Outreach) then fit them now before the canvas is put on. The cables should be gently wound down the roof strut nearest to where the power supply is provided.

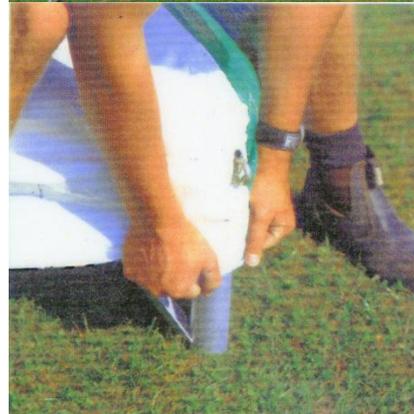
Step 6

With as many people co-opted as possible unfold the roof canvas and spread it out alongside the roof frame.

Then walk it over the frame making sure there are no creases and it overhangs by the same amount at each edge.



At each corner make sure the slot in the canvass roof fits over the lug as shown below – this requires a great deal of pulling by the time you reach the last corner.



Step 7

Now place a leg next to each corner and T section. One person then prepares to slot the legs into place whilst the rest of the team lift one side of the marquee.

Repeat the lift for the other side and then for the two centre poles.



Step 8

The next stage is to secure the roof to the frame using the white straps around the side. Make sure the rope which runs behind the poles is not trapped by the straps.



Step 9

Now hang the sides onto the rope which runs around the edge of the roof. There are three long sections, a window section and two shorter sections of side panel. Arrange them to provide the entrance at the required point, it is also worth trying to avoid having a joint on a corner.

The sides should be hung such that the rope loops at the bottom are on the inside of the marquee.



Step 10

Now use the pegs provided to hold the sides firmly to the ground. Hammer each peg in with the rope loop trapped in the metal hook on the side of each peg. There are enough pegs to do every other loop with a few extra for doorways.



Step 11

Finally put a guy-rope through each corner ring and fix this to a large stake to provide additional strength in the event of a gale.

To dismantle the marquee, reverse the above procedure.