Marquee assembly instructions

Safety first

Before assembly of the marquee, identify a suitable area noting that the ground must be level and that the marquee takes up an area of 6 metres long by 3 metres wide.

The height of the marquee also needs consideration as once erected, it will stand 3.3 metres tall. Accordingly, placement of the marquee must be well clear of any overhead power lines, telecommunication lines, trees and other structures.

To avoid damage to the structure, the marquee must be dismantled in case of storm or other severe weather warning issued by Bureau of Meteorology or when winds in excess of 15 knots are expected.

To ensure the marquees are maintained in a good condition please report all damaged and missing equipment to the stores staff when returning the marquee.

Equipment supplied

Equipment supplied includes:

- 1 x foldout frame
- 1 x Poly coated PVC roof
- 6 x 15kg weights
- 1 x protective bag/cover for frame
- 1 x protective bag/cover for roof
- 1 x protective bag/cover for wall

Set up Instructions

A minimum of 2 adults are required to erect the marquee.

Start by removing marquee protective covers.

Setting Up

Open frame 75% of full extension. Position the roof on frame. After fitting the roof on the frame connect the Velcro around the legs at the top of the frame.

Fit the centre of the roof on top of the centre poles. Pull cap strings until Grasp marquee truss bars (2 people) Walk backwards and open frame fully (ensure there are no trip hazards) Engage all outside leg connectors by pushing upwards.
Fact Sheet

Attaching Roof Straps

- Attach roof straps by looping straps around frame and engaging clips.
- Front corner legs, extend to desired height followed by front middle leg.
- Back corner legs, extend to desired height followed by back middle legs.
- Fit weight plates and anchor marquee into position.

Attaching Back Wall to Frame

- Side of the back wall with MBRC logo should be facing outwards and must be attached to erected marquee for the hire period.
- Put wall hook through eyelets in roof flaps (face hooks inwards).
- Attach Velcro tabs to marquee legs.

Dismantling the Marquee

- Please report all damage and missing equipment to council staff when returning the marquee.
- Remove Velcro tabs from marquee legs.
- Remove wall hook from eyelets in roof flaps.
- Remove weight plates.
Pull all roof connector pins.

Walk marquee inwards until frame is 75% of full extension.

Release Velcro straps and remove roof for storage and transportation.

Unclick roof strap and release string until loose.

Fit the protective cover to frame. Fold roof & wall and store in Protective cover provided.

Marquee should be upright during transit.