

fact sheet

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.



Fit the centre of the roof on top of the centre poles. Pull cap strings until



Position the roof on frame.



Grasp marquee truss bars (2 people) Walk backwards and open frame fully (ensure there are no trip hazards)



After fitting the roof on the frame connect the Velcro around the legs at the top of the frame.



Engage all outside leg connectors by pushing upwards



fact sheet

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 marquees legs



Remove wall hook from eyelets in roof flaps



Remove weight plates



fact sheet

Front middle leg, pull lower leg pin and fully retract leg followed by front corner legs



Pull all roof connector pins



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



Back middle leg pull lower leg pin and fully retract leg followed by back corner legs



Walk marquee inwards until frame is 75% of full extension



Marquee should be upright during transit.



Community

Unclick roof strap and release string until loose



Release Velcro straps and remove roof for storage and transportation

