Marquee assembly instructions

Safety notes
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 13.65 metres long by 8.65 metres wide. The height of the marquee also needs consideration as once built, it will stand 5 metres tall. Accordingly, placement of the marquee must be well clear of any overhead power lines, telecommunication lines, trees and other structures.

In addition, each marquee peg is 500mm long so ensure that there are no underground power, water or communication services anywhere near the location of the pegs that will be installed. If in doubt, always contact Dial Before You Dig at www.1100.com.au or phone 1100 for this free service. The marquee must be dismantled well before a storm or other severe weather event impacts the property where the marquee is erected. Warnings issued by the Bureau of Meteorology must be adhered to in this regard. Please report all damage and missing equipment to council staff when returning the marquee.

Assembly time
It should take around 30 minutes to erect one marquee. A minimum of 4 - 6 people (adults) are required to build the marquee.

Equipment supplied

- 2 x pole segments marked A
- 2 x pole segments marked B (includes pole segment marked Top B)
- 2 x pole segments marked C
- 2 x pole segments marked D
- 2 x pole spigot bases marked E
- 1 x pole marked F
- 1 x brace marked G
- 6 x pegs
- 1 x template for marking peg placement (triangle with rings in corners)
- 1 x ground cover
- 1 x small piece of timber

Tools required

- One sledge hammer
- 1 small lump hammer (small one handed sledge hammer)
- One 20 metre (recommended) tape measure
- 1 can of spray marking paint
Important notes

It is important that the below steps using the triangle marking template are followed to identify correct peg placement. Failure to follow these steps will result in the marquee not sitting in the correct position and may cause damage to the marquee.

Pegs must be driven in vertically. They are not to be angled otherwise it will be difficult to hook the marquee legs on to them.

If it is windy additional people may be needed to assist and it may be necessary to leave one or two of the marquee legs off of the pegs until both poles have been inserted in the spigot bases and winched up into position. Please note some force will be required to pull each marquee leg back over the peg to hook it into place.

Procedure

1. Place the pole spigot bases (2 for each marquee) into the ground 3.65 metres apart using a small lump hammer and the small piece of timber as pictured. Timber must be used to reduce the likelihood of damage to the spigot top by the hammer.

2. Using your spray marking paint and tape measure, mark a 5 metre straight line using small dots on the ground either side of the pole spigot bases (diagram 1). This will mark out the full length of the marquee.

3. Using the template (diagram 2) and the below steps, mark out the position of each peg:

   a) Start by lifting one pole spigot base out of the ground and place it back in the ground through one of the template’s rings (refer point E1 in Diagram 2).
   b) Lay one side of the template along the painted line marked out in step 2 and spread out the other two sides of the template fully so that the template’s rings are at point H1 and H2 (Diagram 3).
   c) Paint a mark on the ground through both of the template’s rings (at point H1 and H2).
   d) Flip the template over to the other side of the marquee keeping one side of the template on the painted line from step 2.
   e) Paint a mark on the ground through the blank template ring (point H3).
   f) Remove the pole spigot base and template and replace the pole spigot base in its hole.
   g) Repeat steps ‘a’ to ‘f’ above for the other end of the marquee starting at the other spigot base (point E2).

4. All peg locations should now be identified and the pegs can be driven into the ground using a sledge hammer. Each peg must be fully driven in to the ground leaving only the top section with the washers protruding.
**Procedure continued**

5. To build a pole, join sections marked ‘A’, ‘B’, top B, ‘C’ and ‘D’ (Diagram 3) and ensure the pole extension is fully closed on each pole set, using the winch handle (Diagram 4). Place assembled pole on the ground.

6. Repeat step 5 to assemble the other pole.

7. Spread out the marquee and hook each marquee leg into place on top of each corresponding peg ensuring the hook on the leg sits between the 2 washers on the peg (refer Diagram 5).

8. From the same side of the marquee, insert the top of each pole into the socket fittings under the marquee, ensuring they are fully inserted.

9. With at least one person holding each pole, walk towards the centre pushing up the marquee until both poles are vertical. Each pole must then be inserted over and into the relevant pole spigot base.

10. Adjust both poles using the winch handle (Diagram 4). Wind up until the marquee is reasonably tight. Turn the handle clockwise for the pole to go up and anticlockwise for the pole to go down.

**Dismantling the marquee**

1. This is basically a reverse of the assembly process. Firstly, wind down both poles to the fully closed position using the winch handles.

2. While the poles are being held, release one of the marquee legs from one of the pegs.

3. Lift both poles out of the pole spigot bases and walk the poles out of the marquee.

4. Remove marquee legs from the peg.

5. Remove all pegs from the ground using the peg removal tool (pole marked F, brace marked G) (Diagram 6).

6. Pull apart both sets of poles, remove the two pole spigot bases and place all items in the applicable storage bag.

**Rolling up the marquee:**

1. Roll out the ground cover provided and lay the marquee on it.

2. Fold the marquee in half lengthways.

3. Fold the marquee two more times in the same direction.

4. Fold the marquee legs back into the marquee leaving approximately 40cm of the marquee’s legs sticking out and fold the marquee again.

5. Place the protective socks over the marquee leg ends and place the folded marquee into its storage bag.