

Whitsome Hall – Assembly of Marquee

Assembly of Large Marquee 10m x 4m

This requires several strong people!

Erecting

Place all the metal horizontal and sloping roof poles that make up the roof on the ground in the correct layout where the marquee is to be positioned. Also position one leg with its attached foot by the junction of each horizontal/sloping roof pole. The layout of the roof should appear as a rectangular lattice.

Connect the horizontal and roof sloping poles using the connectors. The six end connectors have three connection points and the remainder have four points. Once connected the roof assembly is complete.

Now place the roof plastic covering over the roof. Make sure you have someone at each leg on one side of the marquee and then raise the whole length of this side in one movement keeping the horizontal poles as straight as possible. Attach the legs.

Next attach the end coverings. Doing this with one side of the roof still on the ground is a lot easier than when it is raised. Also attach a few elasticated ties along the horizontal roof poles to avoid the covering being blown off when the other side of the roof is raised. Once the end coverings are attached to the roof and a suitable number of ties are along the horizontal pole, raise the other side of the roof in a similar manner to the first side with someone positioned at each leg.

Finally attach the back and front (if required). Fasten both the roof covering and back/front with the same elastic ties. There may be a few places where this is not possible, in which case use separate ties for each. Note, the edge of the front and back which has the windows nearest to it is the top portion. Place at least four (one at each corner) of the metal screw 'hold downs' and attach and tension the bracing straps. If any more than a very light wind is forecast have hold downs and braces at each leg. Finally, use the ground spikes to hold down the bottoms of the plastic covering.

Dismantling

This is done in exactly the reverse order, again taking particular care when lowering the roof to ensure that the horizontal poles are not bent.

The plastic coverings should be folded in a similar way as to how they were received, first making sure that they are dry. The poles should be tied with elastic ties in bunches and not mixed, ie horizontal, sloping and leg poles all kept in separate bunches. The 'hold downs' should be cleaned and placed together, and the straps neatly wrapped. All the elasticated ties should be placed in one box.