

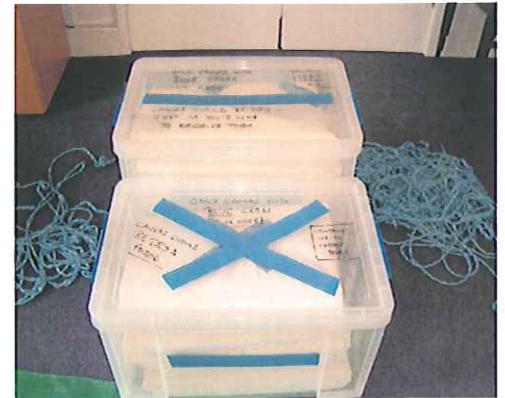
## Important information for marquee hirers

The marquees are crated up so each user knows what part of the marquee is stored where. You must ensure that the correct parts are placed in the relevant crates, & that the poles are taped together as per the inventory lists which you'll receive when collecting the marquee(s). This ensures ease of moving for all concerned. Also, please ensure the marquee(s) are dry when returned, as we have no space to dry them ourselves. **Failure to do so will incur a charge or your damage deposit not being returned.** Please note we do not supply rope for guy-lines, so you will need to ensure you have some available in case you need it.

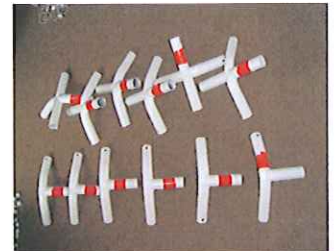
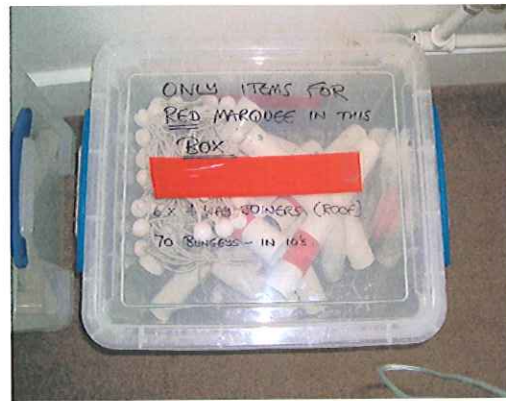
There are 17 long poles (for Apex, Eaves & Legs) & 8 shorter poles (for Rafters). These must be grouped together & taped up in groups of no more than 4 poles, as detailed in the inventory sheet you'll receive when picking up the marquee(s). Full instructions will also be supplied with each marquee.



For each marquee there are 2 large crates which contain the canvases. Each marquee is colour coded & we would ask that the canvas is folded in a way so that we can see the coloured tape through the box.



There are then 2 smaller crates which contain the other marquee parts – joints, legs, bungees etc.



Each crate is clearly marked with the items it contains – please ensure the correct parts are placed back in the appropriate crate prior to returning the marquee(s). Bungees should be grouped together in groups of 10.

Finally, please advise us if you lose or damage anything – we can then make sure that the marquee is all okay before hiring out to anyone else. Thank you.

**ST ALBANS DYS, HOLYWELL LODGE, 41 HOLYWELL HILL, ST ALBANS AL1 1HE**

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## **Important notice to all users**

All equipment must be placed back in the relevant crate (where appropriate).

The poles should be grouped together & taped up as follows:

- Rafter Poles (A) – tape up in groups of 4
- Apex/Eave Poles (B) – tape up in groups of 3
- Leg Poles (C) – tape up in groups of 4

The canvasses must be dried before being crated up & returned to us – I regret we have no space for drying wet marquees. Failed to return equipment in a clean & dry condition will result in your damage deposit not being returned.

We rely on user's honesty in reporting any damage or missing items. In the event that you find something damaged or missing when you collect the marquee, or if you damage or lose anything whilst the marquee is hired out to you, then please complete and return the enclosed Marquee Damage Report Form to the Youth Office when returning the marquee.