

WATERPERRY VILLAGE PARTY MARQUEE

ASSEMBLY INSTRUCTIONS

The marquee should be erected on level ground in a sheltered position. It is recommended that a minimum of two people erect the marquee.

N.B. there are two roof canvases, depending on whether you are erecting the basic tent or the extended version. The **maximum size is 3mx10m** (5 sections) and these instructions apply to this size. This kit also includes the optional **Ground Frame** – again, this should be shortened according to the roof size you use. If you are erecting the shorter marquee, please lay out the roof canvas and shorten the frame accordingly.

1. Lay out the roof frame. Ensure all parts are in their correct positions and then assemble the roof frame, making sure all the poles are fixed tight into the joints as far as they will go. Ignore holes in the poles, these are not locating holes.
2. Attach the locating joint screws, which secure the poles to the joints.
3. Lay the roof canvas over the roof frame and attach using the bungee cords provided.
4. With 2 or more people helping, lift one side of the tent and insert the legs. Ensure that the holes in the poles are placed towards the bottom.
5. If you intend to use the END WALL PANELS it is easier to attach these now, before the tent is at full height. Lift the other side of the roof and attach the legs.
6. Attach the side walls using the bungee cords.
7. Attach the pedestal feet to the bottom of all the legs using the screw bolts provided. These feet can be pegged down into soft ground.
8. Attach the side walls to the ground frame and peg the ground frame to the ground.
9. Secure and tie down the structure as necessary using the pegs and straps provided.

For further guidance, there is an assembly video available online at www.GalaTent.com

STORAGE INSTRUCTIONS

Please clean any spills on the side walls by wiping them with a damp cloth or brush, using a mild detergent.

Important – the marquee must not be put away wet. Please ensure all parts, including the bungee cords and all metal parts, are thoroughly dry before putting them in the bags/boxes.

Poles: please lay the pole bags on the ground and carefully slide the poles into the bags. Please don't 'drop' the poles into the bags as they will snag and tear the bags. Please screw all the bolts into the joints so that none is lost.