

So you want to hire a marquee?

First thing to remember is your society/hall event will need to have its budget approved; contact J.Taylor j.i.taylor@ex.ac.uk or O.Murrish o.murrish@ex.ac.uk or call 01392 723546. Guild staff will advise about budgets; event planning; safety & risk assessment.

We can also advise about contractors; a number of which the Guild has worked with for an extended length of time.

Unless your budget is approved you have no authority to book a contractor as a Guild affiliated organisation. Booking without budgetary approval can result in you personally being responsible for the cost if the event does not proceed.

Consider

1. What do you need the marquee for; how many people; with tables & chairs; open plan; mixed?
2. Where are you putting it?
 - a. Does it have road access?
 - b. Does it have space to evacuate people in it?
3. You cannot just dump a marquee on a space on campus. Contact the Grounds Office grounds@exeter.ac.uk to ask about placing a marquee on campus.
4. A cheap Marquee is cheap because it is basic. What about?
 - a. Will it be used when dark; lighting?
 - b. If fully enclosed it is treated like a room; does it need emergency exit signs.
 - c. Will it need power for tills; sound system?
 - i. Power from mains (where; what rating; RCD trip needed)?
 - ii. Power from generator (fuel supply; diesel or petrol)
 - iii. Protect cabling; trip hazards?
 - iv. Do you need to book a university electrician?
 - d. Will it need flooring; what type; hessian mat; hard; dance floor?
5. Will it be safe to put up; most marquees use huge metal stakes; you do not want to put this through a water/gas main; high power buried electrical cables. **You must confirm the presence (or otherwise) of buried services in advance and let the contractor know in advance.** To book a check for the area under consideration by e-mailing campushelp@ex.ac.uk.
6. When are you using it; putting it up; taking it down? Is it close to offices between 9-5; are exams on; will your event cause noise and affect other people?
7. Activities staff must check over the contract; you need the following from the supplier.
 - a. Proof of public liability insurance*
 - b. Health & safety policy/method statements/risk assessments**
8. Remember the marquee must fit in to your event plan/risk assessment and include coordination with other contractors; University and Guild staff.

* No uninsured contractor can be used or a contract entered into; no exceptions.

** If no safety information is provided it is policy not to enter into any contract.