



Checklist

When booking your marquee:

- Confirm guest numbers
- Confirm delivery/completion and dismantle dates
- Confirm furniture type and quantities (Allow for catering)
- Agree internal layout of marquee (dance floor, entrances etc.)
- Agree colours and style of interior decoration (samples to colour match)
- Confirm payment terms (deposit etc.)

Safety:

- Be sure that your contractor is aware of the position of underground and overhead services (e.g. drains, gas pipes, etc.)
- Ensure your power supply is adequate, if in doubt consult a qualified electrical contractor.
- Consider fire precautions, we recommend providing fire extinguishers.
- Keep all flaps and doors closed in windy conditions.
- Consult your MUTA contractor who is qualified to advise on safety in your marquee

General:

- Inform the contractor if you need the marquee in place prior to the eve of the event
- Stagger the arrival of the various contractors, e.g. caterers are unable to set up before the roof lining is in place.
- Beware of confusion between metric and imperial measurements
- Update your contractor(s) of changes to guest numbers, dates etc. prior to the event.
- For guidelines on hiring a marquee during the winter months or on exceptional sites ask for a copy of the MUTA checklist for the Use and Operation of Marquees



Other things to remember:

- Catering
- Invitations
- Photography
- Flowers
- Transport for guests
- Parking for guests
- Lighting
- P.A. System
- Heating
- Entertainment
- Toilets/Cloakroom
- Stage
- Security
- Insurance
- Bar
- Cake Stand
- Table Linen
- Inform Neighbours