Inkpen VH Marquee Instructions

The marquee requires at least 4 strong people to erect it and it ,make sure it is not too windy as this will hamper you and may cause damage to the marquee. It takes a least one hour to put up.

Follow the following instructions carefully especially using the correct poles and putting the main roof and ends on whilst the marquee is low to the ground as it will be too high to tie the budgies onto when at full height.

Make sure you secure the marquee to the ground using the pegs and mallet

When dismantling please put all the poles back in the correct bags and, when dry fold the sides and end and roof and place it back in the upstairs store room as you found it.

Thanks

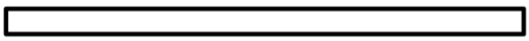
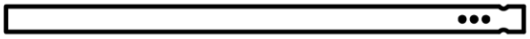
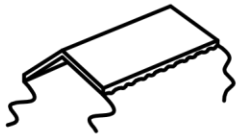
Inkpen Village Hall

Video Instructions

CAUTION

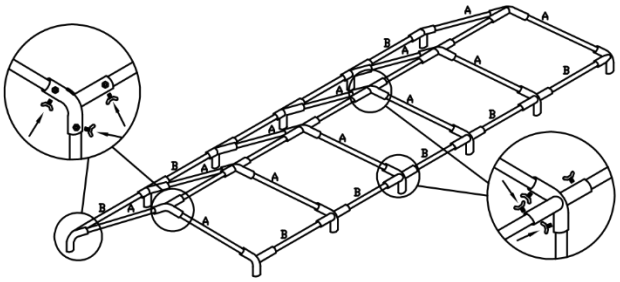
DO NOT PULL LEGS COVERS TO TENSION THE CANOPY/ROOF AS THIS MAY TEAR THE CANOPY

Gala Tent PVC 4x10

Quantity		Description
12	A	Rafter
15	B 	Apex and eave pole
12	C 	Leg
12		Base plate
6		3 way joint
12		4 way joint
12		Nut and bolt
4		Guy lines
66		Bolt
74		Bungee
4		Peg ∅ 6x275mm
148		Peg ∅ 4.5x180mm
2		End panel
10		Wall panel
1		Roof

Structure Assembly

1. Lay out the roof poles and joints as seen on drawings. Ensure all parts are in their correct positions and then assemble roof frame, making sure the poles are tight into the joints as far as they can go, ignore holes in the poles these are not locating holes. 1b. Attach the locating joint screws (wing nuts), which secure the Joints to the poles.



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2. Lay the roof cover over the frame and attach using the elastic bungee toggle straps provided.

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3. Using the required number of people, lift one side of the Gala Tent™ and insert the legs. Ensure that the holes in the poles are placed towards the bottom as the leg cover clips to these.

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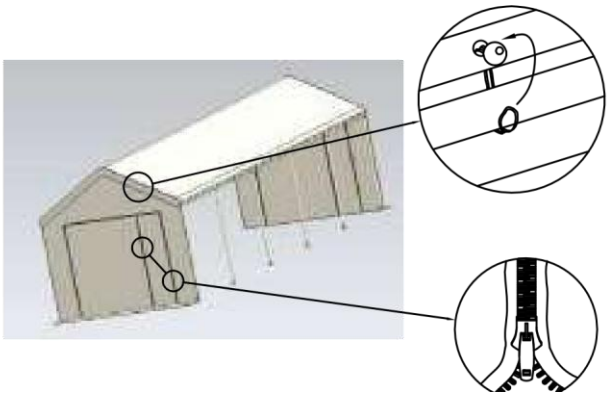
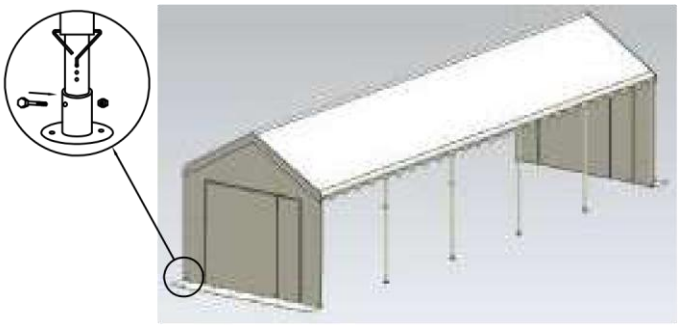
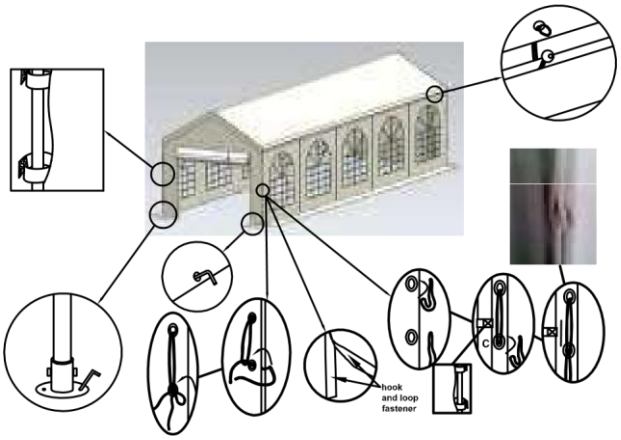
4. If you intend to use the end wall panels it is easier to attach these now, before the Gala Tent™ is at full height unless you have steps.



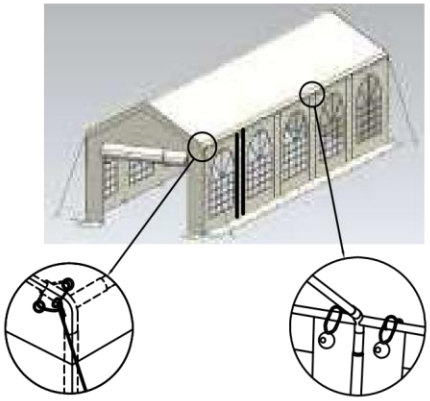
5. Lift the other side of the roof section and attach the legs. Attach the pedestal feet to the bottom of all the legs using the nuts and bolts provided.



6. Attach the sidewalls to every bar framework using the elastic bungee toggle straps, Velcro attached to leg poles, zips or dutch lacing, tie the side walls together providing wind proof enclosure



7. Attach the canopy to every bar framework using the elastic bungee toggle straps, Velcro attached to roof canopy and frame tieing the structure together providing wind proof enclosure



IT IS IMPORTANT THAT YOU TAKE CARE IN WINDY WEATHER CONDITIONS. IT MAY BE NECESSARY TO TIE DOWN YOUR GALA TENT™ AT ANY STAGE DURING THE ASSEMBLY

1.Peg down sidewalls to ground or attach to the ground bar the bottom of each side and end wall. (Ground bar set optional extra)

2.Secure and level your structure with tie down kits and weights as necessary.

3. If you are still unsure of how to erect you Gala Tent there is a assembly video online for guidance at **http://www.galatent.co.uk/marquee_movies.asp**