

Inkpen Village Hall: Marquee for Hire

If you are holding a party in the garden and need shelter come rain or shine, then we have a large marquee you can hire. The Inkpen Village Hall marquee has removable side panels, so can be configured as an open or closed tent, as shown in the pictures, or any combination in between to suit your event and the weather.



Collecting the marquee

The marquee is stored at the village hall. As it is heavy, we would recommend that two people come to pick it up, with either a large estate car or trailer to transport the marquee to your event. The marquee comes with instructions (repeated overleaf) and is simple to erect.

You may pick up the marquee the day before your event, providing there is no booking on the preceding day.

We also ask that you ensure the marquee is clean and dry before it is returned.

Marquee details

10m x 4m (32ft x 13ft approx.)

Window side panels.

Tubular steel frame (very strong).

Side panels can be removed.

Ground frame available.



Hire rates

£75 per day or £120 per weekend.

All money raised goes to the upkeep of your village hall.

Inkpen Village Hall Marquee Erection

Find 12 'A' poles and 15 'B' poles. 'A' poles are the longest. 'B' poles are identical to 'C' poles but do not have a line of 4 holes drilled into them at one end.

Construct the roof frame of 'A's and 'B's, using 12 off 4-way connecting pieces and 6 off 3-way connecting pieces.

Make sure the wing-nuts are tight once the basic frame is constructed. Carefully pull the PVC roof over the roof frame. Make sure the PVC corners fit snugly into the corners of the frame.

THIS TASK REQUIRES A MINIMUM OF 4 ADULTS OR DAMAGE WILL OCCUR TO THE FRAME – YES, IT HAS HAPPENED BEFORE. Position at least three adults along one side of the frame – one each end and one in the middle. Lift one side of the frame, keeping it horizontal, up to a height of about 1.8m. The other side of the frame remains on the ground. The fourth adult works along the frame, inserting 6 off 'C' poles into the spigot hole. The 'C' poles must be positioned with the line of 4 holes at the BOTTOM, and facing outwards. 'C' poles have red tape indication on them.

At this point, it is desirable (and essential if it is a windy day) to attach the PVC roof to the frame along the 'B' pole (eaves) sections. Bungee loops are fed through the eyelets of the roof (on the inside) wrapped around the eaves frame pole and the white ball end passed through the loop. This requires working from the inside in limited working height – but if this task is not completed now, a step-ladder will be required later (after the second set of side poles type 'C' are inserted.)

Lift up the second side (minimum 4 adults required) and insert the second set of 6 off 'C' poles. Put feet into the bottom of the 'C' poles – there are 2 types – single round feet if Ground Bars (type 'B' poles) are not being used

– feet with two spigots protruding for use with Ground Bars.

Offer up each end panel in turn, into the verge of the roof. The PVC material fabric is pushed up between the frame pole and the roof PVC. The bungees (the same bungee as for the roof section) to hold the end section into the roof – note that the eyelets in roof and end sections align to each other.

Starting from one corner, offer up each side panel section. There are 5 sections along each side, but not every section needs to be fitted (if access is to be required to the side during usage). The clear plastic sections of the side panel are domed (which marks the top) but it is necessary to identify the inside of the panel as follows:

Either: - find the corresponding zipper half aligned to the zipper on the side of the end panel

Or: - look at the base of the side panel section and find the longer of two flaps. The long flap goes on the outside (where its eyelets holes can be attached to the ground using tent pegs) the shoe flap is on the inside (where the eyelet holes are used with bungees to tie the panel to the ground bars (if used).

Continue fitting each panel in turn, zipping from the inside, holding the flaps with Velcro out of the way to allow the passage of the zip from top to bottom. The Velcro straps then tie around the vertical 'C' poles. Do not try to work from both ends at once towards the middle – it doesn't work well.

Tie the fabric of the tent down to the ground using as many tent pegs as possible.

The tent takes about 45 minutes to one hour to erect – half of this time to disassemble.

WHEN PUTTING THE TENT AWAY AFTER USE, PLEASE DO NOT FORGET TO SEPARATE THE DIFFERENT SIZES OF POLE.

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