How to assemble the Beech Village Hall Marquee



What you will need

- 10 people for about 2 hours
- Step-ladder
- Allen keys (manual or with a drill)
- Mallet

Safety considerations

- Do not attempt to assemble the marquee or take it down in strong winds or heavy rain
- Boots or strong shoes – no flip-flops or sandals!
- Gloves
- Be aware of trip hazards and others around you when carrying or moving things
- Take care when carrying heavy items
- Ask someone to support the step-ladder when you are on it

Components (stored in the garage at the Hall – step-ladder required for access)

- 7 pre-assembled roof trusses
- Approx 64 long poles
- 14 shorter poles (for the roof)
- A large number of connectors
- 12 roof bracing members with 2 fixings each (with Allen key bolt and wingnut)
- 1 Single-piece canvas roof
- 12 canvas side panels with windows
- 2 canvas end panels with zip-down doors
- 4 canvas end panels
- 14 narrow canvas strips to go in between the panels
- 4 wider canvas strips for the corners
- Elastic toggles (multiple sizes)
- Stakes and ratchet tie-downs

Assembly

1. Build the rectangular base using the longer poles – 6 down each side, 3 across the width. Ensure it is square and that the poles are fully home in the connectors
2. Position the roof trusses on the ground roughly in their correct positions. The end trusses have 2 small hinged poles which rotate to hang downwards; remove any tape that may have been used to secure these.
3. Start at one end. Use 3 long poles to connect the first roof truss with the 2nd one. One pole will form the roof line. Before fitting the other 2, thread a fixing for a bracing member onto each one, with the wingnut facing down (so that it does not snag the canvas roof)
4. Repeat until all 7 roof trusses are connected
5. Position 7 short poles to extend the roof trusses sideways and downwards. Connect them at the bottom with long poles, once again threading a fixing for a bracing member onto each one, with the wingnut facing down



6. Fix the bracing members in between each truss, using Allen keys





7. Move the completed roof structure if necessary to ensure it is aligned with the base.
8. Unfold the canvas roof and place it in position, with the white side facing down. Pull the 4 corners into place over the roof structure.
9. Lift up one side of the roof and place long poles into position beneath the roof structure. Repeat for the other side.

10. Lift up one side again and join the long poles to the base. Repeat for the other side.
11. At each end, place 2 long poles in position between the base and the poles which hang from the truss
12. Use the mallet to ensure all the poles are fully home in their connectors and the corners are at 90 degrees
13. Fix the inside of the canvas roof to the trusses using toggles (stepladder needed)



14. If you are using the walls:
    a. Hang the window, door and blank canvas panels in the desired locations using the toggles. Check that the windows are the right way up and the Velcro strips are on the outside.
    b. Wrap the bottom flap of each panel under the frame and secure with toggles
    c. Secure each panel to the vertical poles on either side, using toggles
    d. Fix the narrow panels around the vertical posts using Velcro strips
    e. Position a corner panel around each corner and fix with Velcro. Inside the marquee, use the Velcro ties to fix these corner panels to the vertical corner poles.



15. Drive a tie-down stake into the ground in each corner and attach it to the roof structure of the marquee using the ratchet tie-downs

Taking the marquee down

- Try to avoid taking the marquee down when the canvas is wet.
- Follow the assembly process in reverse. Remember to remove the toggles from the roof before you remove the roof itself.

BEECH VILLAGE HALL