



**01493 752998**  
**07803 929599**

[www.partyonmarquees.co.uk](http://www.partyonmarquees.co.uk)  
[contact@partyonmarquees.co.uk](mailto:contact@partyonmarquees.co.uk)  
Farend, Pyebush Lane, Acle, Norfolk, NR13 3QZ

marquees  
to cater for  
20 to 200+  
people



*we make having fun easy*

**Booking Form** Please complete this form and post to the following address:- Party On, Farend, Pyebush Lane, Acle, NR13 3QZ. Please enclose a cheque made payable to 'Party On' for 20% of the total amount for a booking for this year, or 10% for a booking next year as a deposit to secure your booking.

**Contact Details**

Your Name: ..... On behalf of ..... (company name)  
Your Address: ..... Event Address (if different from your address) .....  
.....  
.....  
.....  
.....  
Your Phone..... Contact number on day of hire (mobile).....  
E-mail address.....

**Event Details**

Date of Hire ..... Preferred Set up day Wed ( ) Thur ( ) Fri ( ) Other.....

Marquee Requirement  
(Sizes, style etc)

Item	Quantity/Size	Amount	Item	Quantity/Size	Amount
Marquee Price		£	Capri Pole Sleeves		£
Matting		£	Capri Globe Lights		£
Roof Drapes & Pole Swags		£	Pea Lights		£
Entrance Walkway		£	5ft Round Table(inc cloths?)		£
3m x 2m Entrance Porch		£	6ft Trestle Table (inc cloths?)		£
Dance Floor		£	Beechwood Chair		£
Hard Floor		£	Banquet Chair		£
Marquee Heater		£	Delivery (as per quote)		£
Set of 8 Globe Lights		£	Other -		£
Starlight Canopy Effect		£			
			Order Total		£
			Deposit Enclosed		£
			Balance to Pay		£

Banquet Chair Colour (Gold) (Silver) (White)  
Seat Pad Colour (Cream) [Gold] [Green] [Pink] [Burgundy] [Navy] [Black]

I have read and agree to the terms and conditions of hire ( )  
Vehicle access is within 10 metres ( ) Site is on grass ( )

Signed  Date  /  /

Please enter any specific requirements or notes relevant to this booking (continue overleaf if necessary):-



contact@partyonmarquees.co.uk

01493 752998

Farend, Pyebush Lane, Acle, Norfolk, NR13 3QZ

## Information, terms & conditions about your booking

### Your Booking with Party On Marquees

Congratulations on booking your marquee with Party On Marquees. We aim to offer you a professional and friendly service from the moment you first contact us to the time when we take your marquee away. Should you have any questions or need to talk to us at any time please contact us via e-mail or phone. We realise that hiring a marquee is something most people do only infrequently, so we have detailed below everything you should need to know about hiring a marquee from Party On.

### Booking Your Marquee

Your marquee is only formally booked when your deposit has been received and cleared and we have sent you this booking confirmation. Please check the list of items in the booking and the amounts charged – this is what we will deliver to you and expect the payment for. If there are any mistakes please contact us ASAP.

### Changes to your booking

If for any reason you need to change your order (either increasing or decreasing any items) please contact us ASAP to arrange. Party On cannot guarantee to meet your request due to availability of certain items but we will always do our best to fulfill your requirements.

### Suitability of your proposed site

A site visit is not usually required where you are confident that the area is large enough, the ground is grass and reasonable flat and access is good. If you have any concerns about any of the points below then please contact Party On to discuss and to arrange a site visit if required. It is your responsibility to ensure the site meets the requirements below:-

**Access.** We must be able to get access for a large van (minimum width 6ft 6") to within 10 metres of the proposed site. An additional charge may be added if this is not possible, we may ask for this on the day of set up if you have not disclosed correctly on your booking form. Note access is required on the set up day and breakdown day. If you have any doubts about the access please discuss this with Party On prior to the set up day.

**Ground Type.** The ground must be on grass or ground capable of taking pegs & stakes. Due to the problems of securing the marquee, we do not erect our marquees on hard standing – however if there is a small area (e.g. small patio near to a house) which part of the marquee will cover then it is sometimes possible to work around. In these cases please talk to Party On.

**Ground condition.** Slightly undulating ground is not generally a major problem as far as erecting the marquee is concerned – however large undulations could cause problems with the larger marquees (9m or 12m width) – see relevant section below.

**Size.** Please ensure the size of the proposed site is big enough for the marquee! We generally need around 1m (3ft) of space around the edge of the marquee for retaining straps (no extra for Capri marquees). Please also ensure that there are no overhanging trees or other obstacles (we need around 2m of height at the eaves rising to around 5m at the highest point). It is sometimes possible to incorporate small obstacles (shrubs/small trees etc) inside the marquee if required. Please mention these to Party On prior to set up day.

**Underground Obstacles.** Please mention any known obstacles underground when we arrive to set up your marquee.

**Open Site** We are normally happy to erect the marquee on public property or property with open access to the public subject to being informed beforehand so we can assess any risk to our property.

### Set Up day

Approximately 2 weeks prior to your event we will contact you to arrange a mutually convenient time to set up your marquee. If we have not already stated an agreed set up day on your booking confirmation form, we will try to meet your preferred day but please be aware it is not always possible to do so. We will also state an approximate time of arrival, if on the day we are running early or late we will call to keep you informed. It is advisable to have someone present when we arrive to show us exactly where to place the marquee and advise on proposed entrances etc. Once the site has been agreed we are unable to change part way through the erection process.

If it is not possible to have someone present then we will endeavour to place the marquee as per your instructions but cannot be responsible if we get it wrong.

Please note – tea and coffee are always welcome throughout the day

### Payment

Full payment is required on the set up day. We normally complete the job first to your satisfaction before payment is made. Payment can be either a cheque or cash. BACS transfer is also possible, please inform us if you wish to do this so we can give you our bank details and check payment has gone through ok.

Unfortunately we are unable to accept Credit Card payment.

If you do not pay on the set up day, we reserve the right to add a late payment charge to your bill of £10. For corporate customers we are happy to invoice providing this has been previously agreed with Party On.

### Breakdown Day

It is not normally required for you to be present when we come to take the marquee away, but please ensure we have access to the site and all our equipment supplied is stored within the marquee.

It would be appreciated if the marquee was cleared of all other equipment prior to our arrival. Our policy is to always leave the site as we found it taking with us anything we have brought. We do not however take away anything that is not ours – so any decorations/rubbish etc will be left.

### Damage to Party On Equipment

Our prices allow for accidental damage. We accept that occasionally a chair may break, table marked or even the odd piece of damage to the marquee itself. We also expect to clean the flooring and marquee from normal party debris – we want you to enjoy your event and 'Party On' after all.

However we do not cover deliberate or willful damage to our property and you will be billed for any such damage caused. This includes damage caused by any activity not associated with normal marquee activity (e.g. Climbing on marquee, hanging from the poles, playing with fire inside the marquee etc).

If damage was caused or property is stolen due to vandalism/criminal damage by people not in your party this will be covered by us so long as you support any report made to the Police.

**Your Marquee** Each gable end of the marquee has solid panel with a large door (2m for 3m wide marquees and 4.5m for 6m wide marquees) which can be unzipped and opened if required. We supply windowed side panels (opaque panels available on request) every 2 metres along the length. Each side panel can be removed by you (or left out on set up) to create an entrance or to simply open up the marquee on a hot day. The eave height of the marquee is 2.1m (6ft 6") rising to a height of 4.8m in the centre.

The marquee is secured at a number of fixing points, particularly by a number of brightly coloured straps around the marquee. We will try and avoid putting straps near entrances where possible. Under no circumstances should these straps be removed as they ensure the marquee is anchored correctly to the ground and is it dangerous to tamper with them.

All materials used within the marquee conform to fire regulations, and as such we are happy to allow small candles on tables within the marquee. Larger candles or free standing naked flames, BBQ's, Hog roasts etc should not be placed within the marquee. Under no circumstances should the marquee be left unattended with candles alight or heating or electrical appliances left on. It is entirely up to you whether to allow smoking within the marquee, however please do not stub cigarettes out on the matting.

Please note that Party On marquees, like all marquees will function normally in most weather conditions. However they are only temporary structures and cannot be guaranteed to be 100% watertight and weatherproof in extreme weather conditions. In extremely windy conditions or certain other weather conditions (e.g. thunderstorms) it can be dangerous for us to erect the marquee on the proposed day/time. In this instance we will try our best to erect the marquee sometime before your event but this cannot be guaranteed (we have yet to fail to get a marquee up in time).

**9m & 12m Wide Marquees** We make these from joining marquees of 6m & 3m widths joined side by side. This will entail some internal poles every 2m along the joints (which we will cover with a pole sleeve). The marquees will be joined by a gutter kit to prevent rain getting into the marquee. Where ground is uneven this will obviously affect the efficiency of the gutter, particularly where there is a dip in the middle of the marquee. Party On will endeavour to ensure the gutter integrity to keep the rain out but ground conditions may prevent a gutter from fully functioning. In this extreme case you will be advised accordingly and given advice on how to alleviate any potential problems.

**Drapes** The drapes supplied will be an ivory colour. Other colours are available at additional cost, please ask if interested.

**Pole Swags** Pole swags are of an ivory colour and cover the vertical pole legs in the marquee with an attractive swag and bow.

**Matting** The matting supplied is specialist marquee matting called DandyDura – a woven polypropylene in a Corn colour. This is similar in look and feel to Coir (coconut) matting but more flexible and durable and gives a better finish when laid. It comes in 6m x 2m strips – and will be pegged down (and taped where necessary) to give a smart, flat finish with no trip hazards.

The matting however will follow the contours of the ground – so if you have uneven ground be aware the matting will also be uneven. It is suggested that a day to 2 before we arrive you fill in any major divots and holes with earth and flatten out any obvious bumps.

The matting is always cleaned prior to each use, however we expect you to 'use' the matting so do not worry about it getting muddy or any food or drink spillages. We would ask however that cigarettes are not stubbed out on the matting as the cigarette will leave a burn mark.

**Lighting** The lights supplied come in 6 inch plastic globes in a string of 8 lights per set. Each bulb is of low wattage (25w) so give an ambient rather than bright light. They hang from the roof of the marquee. We will run the electric cables to a convenient single point in the marquee. They use standard 13amp plugs and each set of eight can be plugged in independently as required.

The lights will run off a standard extension cable run from the mains, you can either provide your own cable or hire one from us. In either case if you wish to run additional electrical equipment from the extension cable (e.g. Disco/band etc) you will have to consult the supplier of the equipment as to the power requirements.

### Tables & Chairs

The tables and chairs will be stacked into the marquee. We do not set out the tables and chairs in the required seating plan. A 5ft round table seats between 8 and 10 people and with chairs requiring a space approx 3m x 3m (10ft x 10ft).

A 6ft x 2ft 6" trestle table seats 3 down each side (and if pushed 1 on each end). For a 'top table', 3 trestle tables will seat approx 9 people down one side (with an additional 1 on each end if required)

If you have hired banquet chairs, these will be arriving separately to the marquee and you will be advised accordingly.

**Heating** Generally in the summer months (June/July/August) you will not require heating. However Party On cannot guarantee the weather! So in Spring and Autumn months and even in summer months if you want to guarantee a warm marquee you will need heating. The marquee heater we supply will be situated outside the marquee, with a large duct carrying the warm air into the marquee. The temperature is thermostatically controlled from a panel placed inside the marquee. The heater runs on diesel fuel and enough is supplied to run for 12 hours continuously.



contact@partyonmarquees.co.uk

01493 752998

Farend, Pyebush Lane, Acle, Norfolk, NR13 3QZ

## Information, terms & conditions about your booking

### Your Booking with Party On Marquees

Congratulations on booking your marquee with Party On Marquees. We aim to offer you a professional and friendly service from the moment you first contact us to the time when we take your marquee away. Should you have any questions or need to talk to us at any time please contact us via e-mail or phone. We realise that hiring a marquee is something most people do only infrequently, so we have detailed below everything you should need to know about hiring a marquee from Party On.

### Booking Your Marquee

Your marquee is only formally booked when your deposit has been received and cleared and we have sent you this booking confirmation. Please check the list of items in the booking and the amounts charged – this is what we will deliver to you and expect the payment for. If there are any mistakes please contact us ASAP.

### Changes to your booking

If for any reason you need to change your order (either increasing or decreasing any items) please contact us ASAP to arrange. Party On cannot guarantee to meet your request due to availability of certain items but we will always do our best to fulfil your requirements.

### Suitability of your proposed site

A site visit is not usually required where you are confident that the area is large enough, the ground is grass and reasonable flat and access is good. If you have any concerns about any of the points below then please contact Party On to discuss and to arrange a site visit if required. It is your responsibility to ensure the site meets the requirements below:-

**Access.** We must be able to get access for a large van (minimum width 6ft 6") to within 10 metres of the proposed site. An additional charge may be added if this is not possible, we may ask for this on the day of set up if you have not disclosed correctly on your booking form. Note access is required on the set up day and breakdown day. If you have any doubts about the access please discuss this with Party On prior to the set up day.

**Ground Type.** The ground must be on grass or ground capable of taking pegs & stakes. Due to the problems of securing the marquee, we do not erect our marquees on hard standing – however if there is a small area (e.g. small patio near to a house) which part of the marquee will cover then it is sometimes possible to work around. In these cases please talk to Party On.

**Ground condition.** Slightly undulating ground is not generally a major problem as far as erecting the marquee is concerned – however large undulations could cause problems with the larger marquees (9m or 12m width) – see relevant section below.

**Size.** Please ensure the size of the proposed site is big enough for the marquee! We generally need around 1m (3ft) of space around the edge of the marquee for retaining straps (no extra for Capri marquees). Please also ensure that there are no overhanging trees or other obstacles (we need around 2m of height at the eaves rising to around 5m at the highest point). It is sometimes possible to incorporate small obstacles (shrubs/small trees etc) inside the marquee if required. Please mention these to Party On prior to set up day.

**Underground Obstacles.** Please mention any known obstacles underground when we arrive to set up your marquee.

**Open Site** We are normally happy to erect the marquee on public property or property with open access to the public subject to being informed beforehand so we can assess any risk to our property.

### Set Up Day

Approximately 2 weeks prior to your event we will contact you to arrange a mutually convenient time to set up your marquee. If we have not already stated an agreed set up day on your booking confirmation form, we will try to meet your preferred day but please be aware it is not always possible to do so. We will also state an approximate time of arrival, if on the day we are running early or late we will call to keep you informed. It is advisable to have someone present when we arrive to show us exactly where to place the marquee and advise on proposed entrances etc. Once the site has been agreed we are unable to change part way through the erection process.

If it is not possible to have someone present then we will endeavour to place the marquee as per your instructions but cannot be responsible if we get it wrong.

Please note – tea and coffee are always welcome throughout the day

### Payment

Full payment is required on the set up day. We normally complete the job first to your satisfaction before payment is made. Payment can be either a cheque or cash. BACS transfer is also possible, please inform us if you wish to do this so we can give you our bank details and check payment has gone through ok.

Unfortunately we are unable to accept Credit Card payment.

If you do not pay on the set up day, we reserve the right to add a late payment charge to your bill of £10. For corporate customers we are happy to invoice providing this has been previously agreed with Party On.

### Breakdown Day

It is not normally required for you to be present when we come to take the marquee away, but please ensure we have access to the site and all our equipment supplied is stored within the marquee.

It would be appreciated if the marquee was cleared of all other equipment prior to our arrival. Our policy is to always leave the site as we found it taking with us anything we have brought. We do not however take away anything that is not ours – so any decorations/rubbish etc will be left.

### Damage to Party On Equipment

Our prices allow for accidental damage. We accept that occasionally a chair may break, table marked or even the odd piece of damage to the marquee itself. We also expect to clean the flooring and marquee from normal party debris – we want you to enjoy your event and 'Party On' after all.

However we do not cover deliberate or willful damage to our property and you will be billed for any such damage caused. This includes damage caused by any activity not associated with normal marquee activity (e.g. Climbing on marquee, hanging from the poles, playing with fire inside the marquee etc).

If damage was caused or property is stolen due to vandalism/criminal damage by people not in your party this will be covered by us so long as you support any report made to the Police.

### Your Capri Marquee

Your Capri marquee is 38ft long by 28ft wide (11.4m x 8.6m). The width has a single large archway entrance, the length has 2 smaller archway entrances. Inside there are 8 internal poles of brushed aluminium (white sleeves available if required). There are 2 vertical central poles placed towards each end of the marquee and 6 angled poles, 1 in each corner and 1 down each side. The positioning of all poles is shown on the plan overleaf.

Do not hang any large weight from any of the poles (including people!) – they are only designed to hold the marquee up not support any weight. The structure of the marquee is self tensioning, but will move about in windy conditions – this is normal. Feel free to add any decorations around the marquee & poles (avoid heavy objects please and coloured paper confetti or similar as these will stain the marquee).

All materials used within the marquee confirm to fire regulations, and as such we are happy to allow small candles on tables within the marquee. Larger candles or free standing naked flames, BBQ's, Hog roasts etc should not be placed within the marquee. Under no circumstances should the marquee be left unattended with candles alight or heating or electrical appliances left on (we have heard of cases where a wedding marquee burnt down while everyone was at the church due to an unattended lighted candle – we'd hate this to happen to you!)

It is entirely up to you whether to allow smoking within the marquee, however please do not stub cigarettes out on the matting.

Please note that Party On Marquees, like all marquees will function normally in most weather conditions. However they are only temporary structures and cannot be guaranteed to be 100% watertight and weatherproof in extreme weather conditions. In extremely windy conditions or certain other weather conditions (e.g. thunderstorms) it can be dangerous for us to erect the marquee on the proposed day/time. In this instance we will try our best to erect the marquee sometime before your event but this cannot be guaranteed (we have yet to fail to get a marquee up in time).

### Double Capri

If you have ordered a double Capri, they can be joined either side by side or end to end. The marquees will be approx 1ft apart at the base and 6ft at the widest point of the joining kit.

### Capri Side Panels

If you have ordered side and end panels these are clipped & pegged to each archway. You will be supplied with windowed panels by default. We can optionally supply Opaque panels if required. Each panel has a central zip opening, and fully unzipped each half can be clipped back to create a larger opening. You can also remove any or all of the panels to open up the marquee if weather permits by simply unclipping and un-pegging the panel. If you are re-attaching panels we recommend you also re-peg the skirts of the panels, particularly in windy conditions to avoid excessive 'flapping' of the panels.

**Matting** The matting supplied is specialist marquee matting called DandyDura – a woven polypropylene in a Corn colour. This is similar in look and feel to Coir (coconut) matting but more flexible and durable and gives a better finish when laid. It comes in 6m x 2m strips – and will be pegged down (and taped where necessary) to give a smart, flat finish with no trip hazards.

The matting however will follow the contours of the ground – so if you have uneven ground be aware the matting will also be uneven. It is suggested that a day to 2 before we arrive you fill in any major divots and holes with earth and flatten out any obvious bumps.

The matting is always cleaned prior to each use, however we expect you to 'use' the matting so do not worry about it getting muddy or any food or drink spillages. We would ask however that cigarettes are not stubbed out on the matting as the cigarette will leave a burn mark.

**Lighting** The Capri lighting consists of a cluster of 3 lights attached to each centre pole and each middle side pole giving 12 lights in total. Each light is a low wattage 12w bulb in a 6 inch plastic globe which gives a ambient rather than bright light.

We will run the electric cables to a convenient single point in the marquee. They use standard 13amp plugs and each set of 3 can be plugged in independently as required.

The lights will run off a standard extension cable run from the mains, you can either provide your own cable or hire one from us. In either case if you wish to run additional electrical equipment from the extension cable (e.g. Disco/band etc) you will have to consult the supplier of the equipment as to the power requirements.

**Pea Lights** Pea lights if ordered are fed around each archway of the Capri.

**Tables & Chairs** The tables and chairs will be stacked into the marquee. We do not set out the tables and chairs in the required seating plan.

A 5ft round table seats between 8 and 10 people and with chairs requires a space approx 3m x 3m (10ft x 10ft).

A 6ft x 2ft 6" trestle table seats 3 down each side (and if pushed 1 on each end). For a 'top table', 3 trestle tables will seat approx 9 people down one side (with an additional 1 on each end if required)

Trestle tables are also often used for buffet tables, bar counters etc.

If you have hired banquet chairs, these will be arriving separately to the marquee and you will be advised accordingly.

**Heating** Generally in the summer months (June/July/August) you will not require heating. However Party On cannot guarantee the weather! So in Spring and Autumn months and even in summer months if you want to guarantee a warm marquee you will need heating. The marquee heater we supply will be situated outside the marquee, with a large duct carrying the warm air into the marquee. The temperature is thermostatically controlled from a panel placed inside the marquee. The heater runs on diesel fuel and enough is supplied to run for 12 hours continuously.