

Fairytale Marquees

Custom Marquee and Event Hire Solutions

Fairytale Marquees – A guide to your marquee

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1. Furniture

You may need tables for the cake, guests, presents, cards, decorations, and top table but please do also speak all of your suppliers to see how many tables they might need for their role at wedding.

2. Lighting

If your marquee has lighting running along the central ridge, i.e. chandeliers, festoons or pin spots, this will, as standard, come with a dimmer(s) fitted. The dimmer is a small blue box usually place on floor on the long side without windows. It has a switch and a slider on it. The switch is to turn the lighting on/off and the slider is to dim the lighting. Additional dimmers are available upon request for any other lighting inside the marquee.

Generally any up lighters, external festoons and flood lights will remain on when the power to the marquee is applied.

If the marquee has a catering area with fluorescent tubes fitted, a switch will be supplied to turn these off/on. This is usually mounted at eye level centrally at one or the other end of the catering marquee.

Additional switches for other lighting are also available upon request.

3. Generator and fuel

If you have hired a generator through us our staff will guide you through the process of starting and stopping the generator. A generator, although seemingly complicated on the face of it, is quite simple. It is an engine (like in your car), running an alternator (also like your car). So long as both of these things are working, you will have power to your marquee. Usually there is a key or green button to start and a red button to stop!

The fuel consumed by the generator varies depending on how much equipment is being run off of it and how long it is running for, therefore we charge for this after the event. Don't forget, if possible, chill your wine off-site before the big day to save having to run the generator the night before just to run the refrigeration equipment, this can be a very costly exercise.

Typical fuel bills will range anywhere from £50-£150+VAT assuming the generator is running for just over the duration of the wedding breakfast and reception

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4. Power sockets

13Amp power sockets (like you have at home) can be run from a local house, barn or, more commonly, a generator. The power sockets can be positioned in locations of your choice local to your DJ, Bar, Photo both and catering equipment, however please advise us of these positions well in advance. Toilets and refrigeration trailers usually do not need this type of socket; they normally need a blue 16Amp site socket. Typically the supplier of these facilities will run a lead back to the panel of sockets supplied with the generator or back to a house etc. usually this has to be within a 25M radius. If a longer cable run is required we can supply this.

It is important to ensure that you have a sufficient amount of sockets and associated cabling to supply enough power to your bar, DJ, and caterers. At your request we can either contact them directly for their requirements, or request their 'power requirements' and forward them on to use. We will do the rest!

5. Toilets

Fairytale marquees can cross hire toilet facilities in on your behalf to help simplify the logistics and your involvement in the infrastructure side of the event. However that supplier and toilet unit should be approved by yourself.

5.1 Porta loos

If you have opted for porta loos please be aware that these facilities are functional only. They are not aesthetically pleasing. They are completely self-contained therefore they won't need a power supply or a water connection.

Because they have no power, please be aware that there won't be any illumination inside for the evening.

Some portaloos come with running water in the form of a foot pump to supply the water, others come with hand sanitizer gel/foam.

5.2 Luxury loos

If you have opted for luxury loos are large trailer mounted units with ceramic basins, toilets and urinals. Most come with vanity mirrors and proper lighting. Being trailer mounted you should be aware that there are steps up into it, so you should make provision for the elderly or disabled. They are also too big to fit through a garden gate, unlike the portaloos.

These units are mostly self-contained with the exception that they need a power supply. They come supplied with a 25M cable which can plug into a generator or house/barn. If you need these units positioned further away from a power source than that, please do let us know and we can supply the extra cable that is required.

Both of the above styles of toilet unit can be built into an annex which can in turn be attached to the main marquee. This is great for inclement weather.

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6. Heating

This section is relevant only if you have booked one of our heating systems. Our heating systems are called indirect heating systems. This means the heater itself sits outside the marquee and warm air is blown into the marquee in certain positions via a duct(s). These heaters require electricity to run the fan which we can connect to the power source. They also need diesel to burn to create the warmth. The heater will come supplied with a full tank of fuel but we do advise that you only turn the heater on 1/2hr before your guests arrive. This is more than sufficient to get the marquee up to a comfortable temperature and will help to ensure that you don't run out of fuel.

To help the temperature remain constant, the heater is supplied with a thermostat. This will be positioned at the top of the marquee walling within 20' of the diffuser (where the warm air comes into the marquee). Typically we will tuck it away behind the swagging if the marquee is lined.

To turn the heating on, simply set the thermostat to a comfortable temperature. When the heater initially fires up, you may get a slight barbecue smell. This is completely normal and clears quickly. To turn the heater off, turn the thermostat all the way to zero. The heater fan will continue to run until the heater is sufficiently cooled down, and then the fan will switch off.

If the heater is plugged into the house/barn, please switch it off at the wall before and after the event. Quite often if the thermostat is at minimum (0 Celcius) and the heater has switched off, and the outdoor temperature dips below zero, it will switch back on and waste fuel.

To help make the heating more efficient we can also supply glazed doors to encourage guests to keep the entrance area closed.

7. Opening the sides of the marquee

7.1 Clear span marquee with Georgian windows

On the outside of the marquee, look for any elastic toggles at the top of the wall which fasten the roof valance down to the walls. Undo these toggles.

To open these windows, you will need to remove the bar at the bottom of the window. To do this remove the R-clip from the 2 respective feet, pull the bar towards you, off of the foot pins. Put the R-clips back into the foot pins so as not to lose them.

The bar is sat in a pocket at the bottom of the window, simply slide the bar out and store away round the back of the marquee.

These windows are laced together in the center. Undo the knot at the bottom of the lace. Take note of how the lacing is done for when you close them later. Undo the lacing then slide the windows back like curtains.

To re-instate the wall, it is the reverse process of this.

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7.2 Clear span marquee with clear windows

On the outside of the marquee, look for any elastic toggles which fasten the roof valance down to the walls. Undo these toggles. Also undo the two white buckle/clasps at the bottom of the window wall.

To open these windows, you will need to remove the bar at the bottom of the window. To do this remove the R-clip from the 2 respective feet, pull the bar towards you, off of the foot pins. Put the R-clips back into the foot pins so as not to lose them.

The bar is sat in a pocket at the bottom of the window, simply slide the bar out and store away round the back of the marquee.

These windows have a zip at each side, near the marquee leg. Unzip both of these.

Ask a guest to help roll the window up and fasten at the top using the 4 straps

To re-instate the wall, it is the reverse process of this.

7.3 Traditional marquee with clear or Georgian windows

We do not allow the removal of the windows on this style marquee if there weather is unsettled. If the weather is calm, you may remove the windows, but they must be properly replaced at the end of the function.

Remove the pegs at the bottom of the windows by hitting them backwards and forwards on the narrow face (so as not to snap the peg). They should just pull out. Un-twist the peg from the loop and store them safely around the back of the marquee.

These windows are laced together to the wall next to it at either end. Undo the knot at the bottom of the lace. Take note of how the lacing is done for when you close them later. Undo the lacing.

Ask another guest to help you un-hook all of the hooks at the top of the wall except one at either end. Once they are all un clipped, un clip the remaining two and carefully lift the wall away from the marquee being vigilant not to drag it around the legs, stakes or guys as this will damage it. Please carefully roll the wall up, keeping it clean, and store away safely around the back of the marquee.

To re-instate the wall, it is the reverse process of this.

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8. Emergency contacts

If Fairytale Marquees cross hires equipment in for you on your behalf, it does not assume responsibility for the quality or reliability of that equipment. Therefore any grievances should be taken up with that supplier directly.

If there are issues with any part of the equipment of site, we advise that you contact the relevant supplier due to their particular areas of expertise. Ensure that the emergency contact numbers are distributed to a number of key people at the function to ensure that in the event of equipment failure it is quickly detected and reported to the relevant party.

Marquee, furniture, power distribution: 07739530496 – NICK

Generator: Varies, please request this information

Toilets: Varies, please request this information

Refrigeration trailer: Varies, please request this information

Please sign below if you have read and understand, all of the above.

Signed.....

Dated.....