



MARQUEE PAVILION CHECKLIST

We have prepared this checklist for you to use in preparation for any event where you require the hire of a Marquee Pavilion.

- Choose the site for your Marquee Pavilion
- Set the date and time
- Is the site lawn or hard surfaced ie, cement, asphalt?

- Is the site reasonably flat?

- If the area is lawn, is there any subsurface irrigation pipes?

- Will the venue allow the Pavilion to be pegged or will they only allow weights to secure the structure?

- Is there truck access to the site for delivery of equipment?

- If not, how close to the site can we get a truck?

- Are there any obstacles that the Pavilion needs to be built between or over?

- Is there access to electricity at the site?

- If you are planning to have a floor in the Pavilion, will the venue allow?

- Plan where you would like the entrance points in the Pavilion to be

- Would you like any window sections in the Pavilion?

- If using a caterer, do they have any specific requirements ie, entrance point etc?

- What Day and Time would the site be available for Select Events to deliver and commence Pavilion Installation?

- What Day and Time does Select Events need to have finished the dismantle and pack up after your event?

- Do you require any of the following;
 - Pavilion Roof Lining
 - Pavilion Wall Lining
 - Pavilion Lighting
 - Pavilion Flooring
 - Dance Floor

- Staging
- Round Tables
- Trestle Tables
- Chairs
- Table Linen
- Chair Linen
- Table Centre Pieces
- Plants
- Carpet Runners
- 3 Seater Lounges
- 2 Seater Lounges
- 1.8m Long Ottomans
- Cube Ottomans
- Coffee Tables
- Bar Tables
- Bar Stools