**Inspection checklist for marquees and gazebos (to be completed on the day of your event)**

|  |  |  |
| --- | --- | --- |
| No. | Action | Complete? |
| 1 | All aspects of the final structure are at a safe distance from power lines and other hazards |  |
| 2 | Anchors are suitable for the purpose and soil condition and are holding fast |  |
| 3 | All ropes, including wire ropes, are sound |  |
| 4 | Fabric is tensioned to avoid water collections in slack areas |  |
| 5 | Escape routes are clear of obstruction |  |
| 6 | Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off |  |
| 7 | All locking pins and bolts are in place and secure |  |
| 8 | All structural supports are sound without cracks or significant dents and not overstressed |  |
| 9 | No unrepaired tears in fabric are present |  |
| 10 | Carpet and other floor covering is securely fixed so as to minimise the risk of tripping |  |
| 11 | Suspended fittings (e.g. lights/heaters) are properly supported with suitable primary and secondary fixings |  |
| 12 | Walls are securely pegged and/or secured  |  |
| 13 | The main upright(s) is/are independently guyed where appropriate |  |
| 14 | The area outside the exits is level, uniform and non-slip |  |
| 15 | Flame retardant labelling is in place on every panel |  |
| 16 | Final all-round visual check to satisfy that tent is erected securely |  |

**Declaration of conformity for the installation of gazebos or marquees**

To be completed by the Event Organiser or their representative where a Temporary Structure Licence is not required.

|  |  |  |  |
| --- | --- | --- | --- |
| Marquee\* |  | Gazebo\* |  |

\*(Tick as appropriate)

|  |
| --- |
| Event Name: |
| Date and Time of Event: |
| Location of Event: |
| Event Organiser / Representative: |
| Full Description of Installation: |

I declare that I have installed the structure(s) at the above event in accordance with the manufacturer’s instructions.

**Sign Name:**

**Print Name:**

**Date**: